MARINE CORPS DISTANCE LEARNING PROGRAM

DEPLOYABLE LEARNING RESOURCE CENTER

USERS MANUAL

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USERS MANUAL

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1.0 INTRODUCTION

1.1 OVERVIEW

The Deployable Learning Resource Center (DLRC) provides Marine Air Ground Task Forces (MAGTFs) and other deployed Marine Corps units with multimedia courses for individual Marines while they are deployed aboard ship, in garrison and in tactical locations ashore. Functionally the DLRC is the same as the garrison Learning Resource Centers (LRCs) located at Marine Corps bases and stations. It, however, has the added advantage of being transportable in the deployed environment and can operate with no communications connectivity. It simply stores the course record data locally for the Marine until a satellite communication path is available, then updates the formal course records to the Marine Corps Institute (MCI) database upon command.

Each DLRC consists of a server and laptop workstations connected by a Local Area Network (LAN). The server stores and distributes all electronic training courseware and student records, and host's management tools to monitor student progress. The multimedia laptop workstations provide deployed Marine students with individual access to courses required for advancement. The DLRC components are packaged in transit cases for ease of movement and effective security, accountability, and protection while in the pre-deployment and deployed environments. The system configuration is tailored to a unit's requirements based on space, operational and environmental considerations.

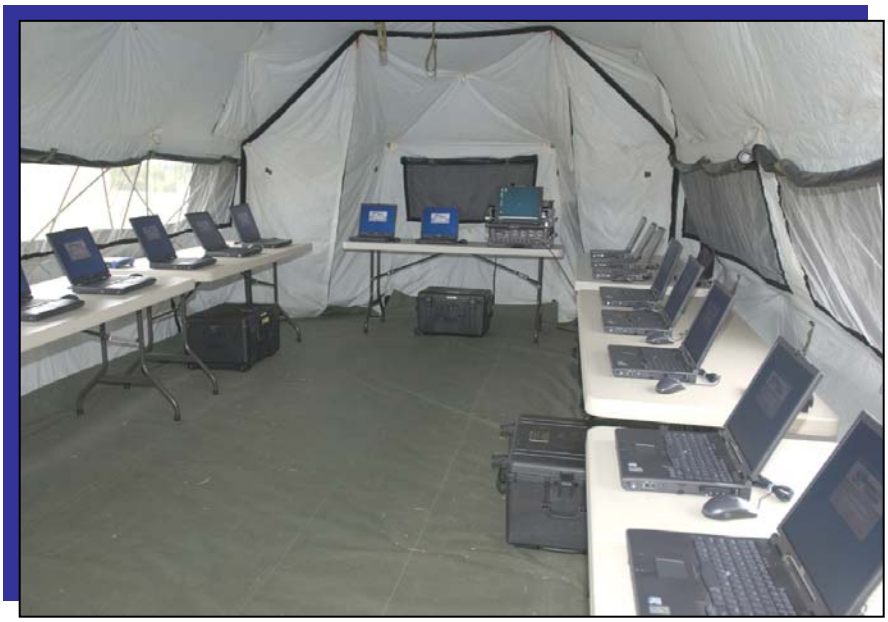
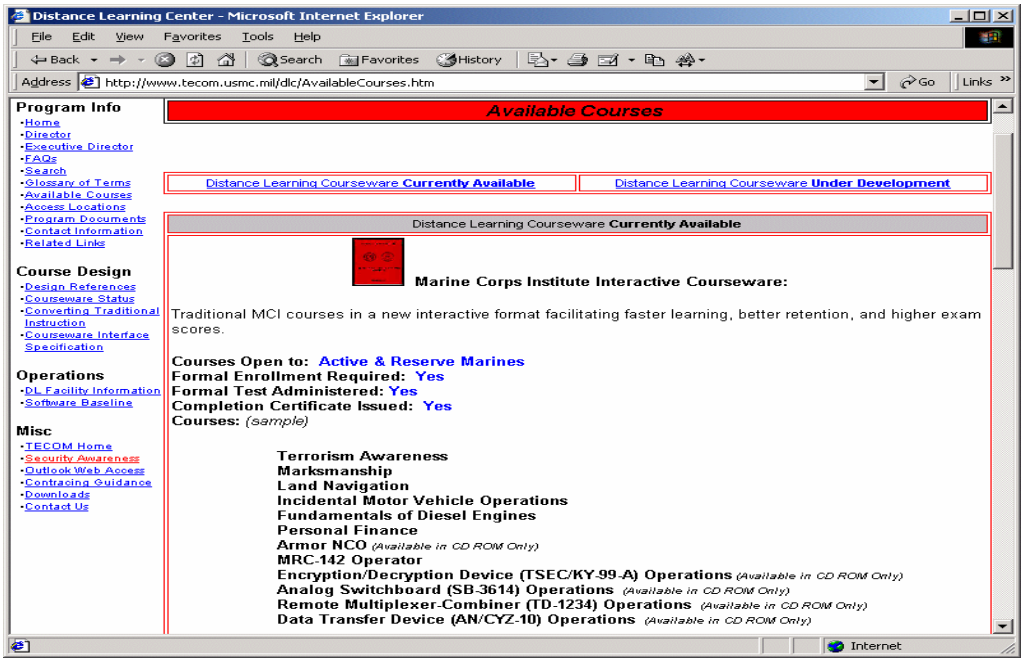
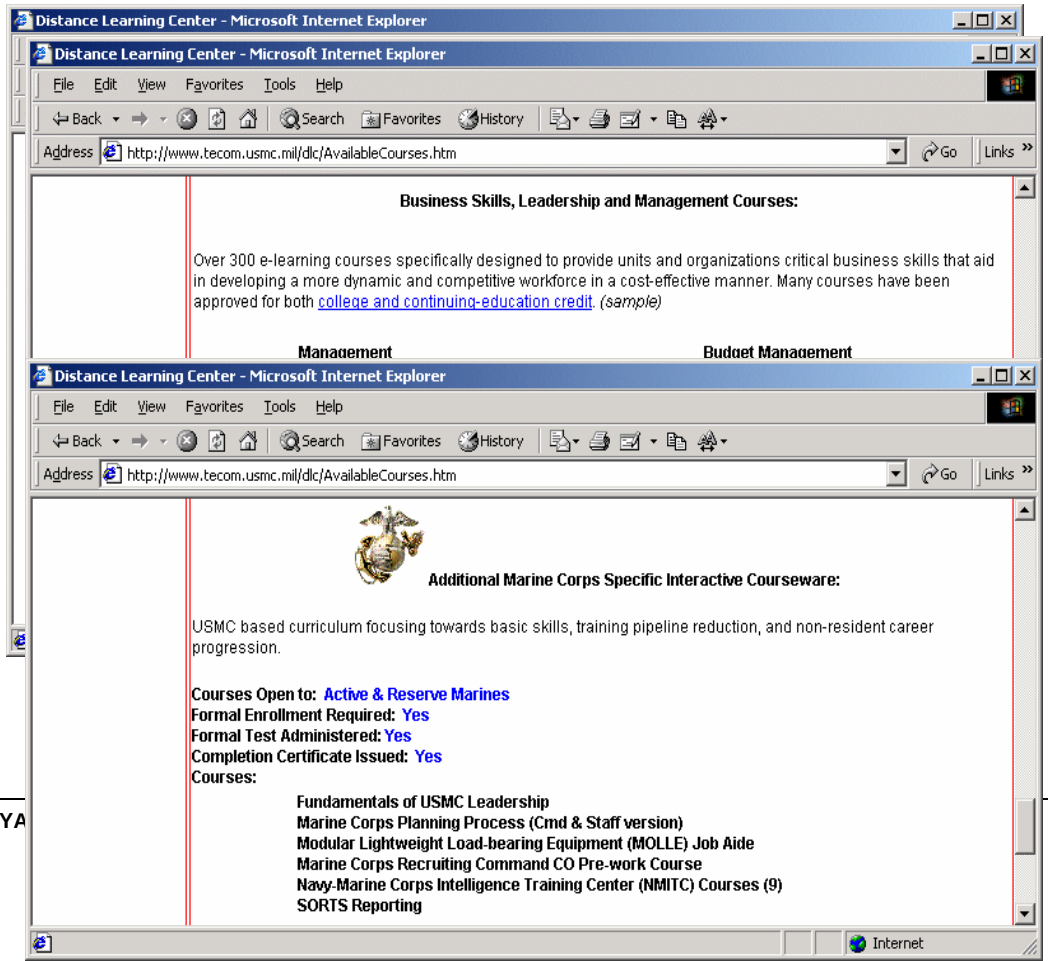


FIGURE 1-1: DLRC COMPONENTS

Current course offerings are listed in the following screen captures from the Distance Learning Center web-site http://www.tecom.usmc.mil/dlc. New and revised courses are added quarterly.



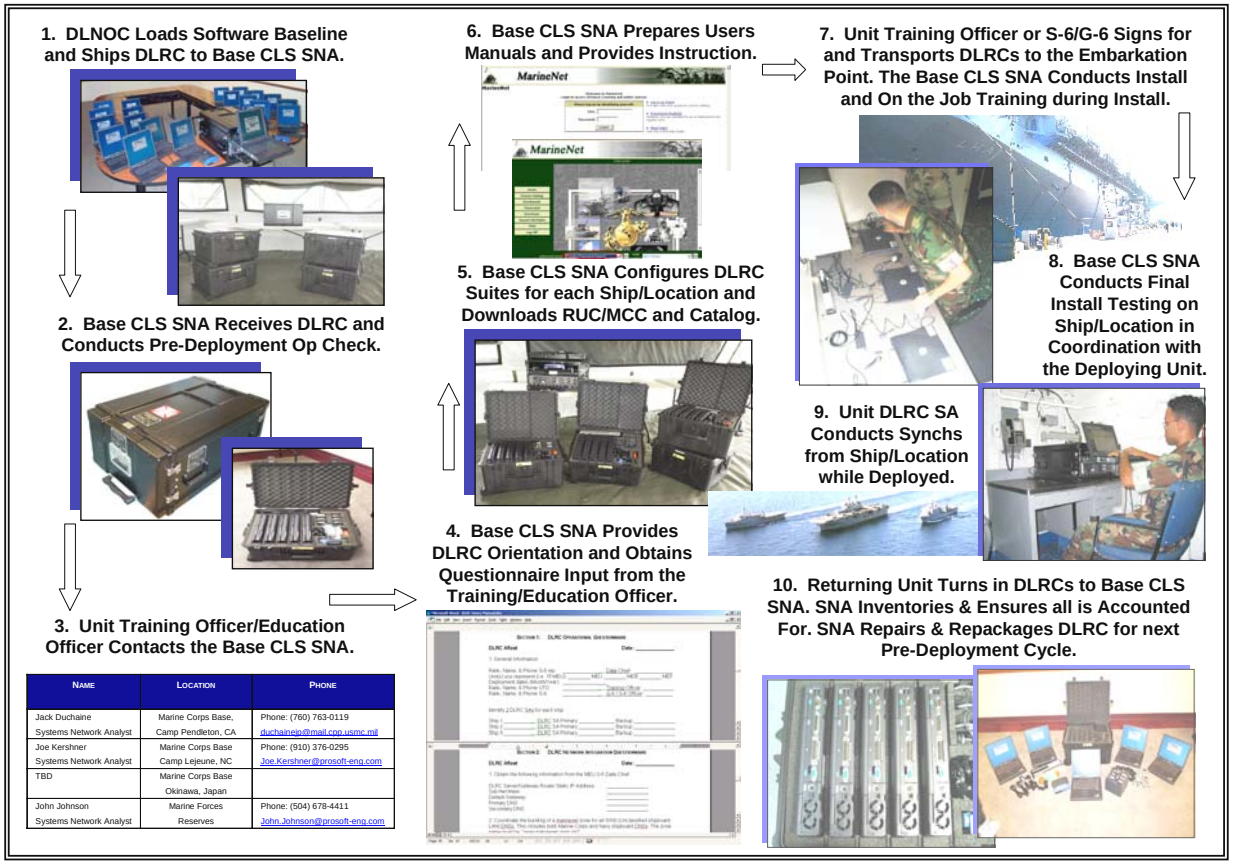


1.2 ORGANIZATIONAL ROLES AND RESPONSIBILITIES

Organizations and individuals that contribute to the successful employment of the DLRC for training and education of deployed Marines include:

- Marine Students
- Deploying Unit Training Officers and NCOs (UTO)
- DLRC System Administrators (SAs)
- Contractor Logistics Support Senior Network Analyst (CLS SNA)
- Distance Learning Network Operations Center (DLNOC) SA and Help Desk

Figure 1-2 shows the interactions between each of the organizations and individuals to prepare for and begin using the DLRC assets during operational deployments.



NAME	LOCATION	PHONE
Jack Duchaine Systems Network Analyst	Marine Corps Base, Camp Pendleton, CA	Phone: (760) 763-0119 duchaineja@mail.cpp.usmc.mil
Joe Kershner Systems Network Analyst	Marine Corps Base Camp Lejeune, NC	Phone: (910) 376-0295 Joe.Kershner@prosoft-eng.com
TBD	Marine Corps Base Okinawa, Japan	
John Johnson Systems Network Analyst	Marine Forces Reserves	Phone: (504) 678-4411 John.Johnson@prosoft-eng.com

FIGURE 1-2: DLRC RESPONSIBILITIES AND INTERACTIONS

1.3 DLRC AND MARINENET OPERATIONS

The DLRC and *MarineNet*, the Marine Corps on-line distance learning system, include services for five user classifications relevant to DLRC operations. The five user classifications and their basic responsibilities and levels of participation are fully detailed in the sections that follow.

2.0 MARINE STUDENT

2.1 MARINE STUDENT GUIDE

2.1.1 MARINE STUDENT ROLES AND RESPONSIBILITIES

All Marines are the primary authorized users of both the Garrison (LRCs) and the Deployable Learning Resource Centers (DLRCs). Marines, as students using the DLRC, have the following roles and responsibilities:

- Take MCI courses for their military skills development.
- Monitor their course activity and progress on the DLRC assets provided.
- Protect the security of their course records and the DLRC equipment.
- Report any misuse of or faulty DLRC assets to their Training Officer/NCO.

2.2 PRE-DEPLOYMENT - MARINE STUDENT

Marine students are responsible for the pre-deployment activities listed below:

- Planning with their training NCO for the courses they will take while deployed.

2.3 DEPLOYMENT - MARINE STUDENT

FIGURE 2-1: MARINES DEPLOYED WITH THE AMPHIBIOUS READY GROUP

Marine students are responsible for the deployment activities listed below:

- Complete the courses planned during pre-deployment.
- Complete the end of course examinations.
- Review transcripts to ensure credit is documented for completed courses.
- Report discrepancies to the Unit Training Officer or NCO.

Marine students will use the Internet Explorer web browser screens on the DLRC laptops or other connected unclassified workstations as their interface to the system. Marines logon to the system with their username (social security number) and password (date of birth).

Once Marines are authenticated by the system, they are given access to a menu of options to: view the course catalog; enroll in courses; view their own transcripts and user account information; and logoff when finished. See Appendix F for more information about student access to the system.

2.4 POST DEPLOYMENT - MARINE STUDENT

- Resume/continue courses at the base LRC or online over the Internet.

3.0 UNIT TRAINING OFFICER (UTO)

3.1 UNIT TRAINING OFFICER (UTO) GUIDE

3.1.1 DLRC UTO ROLES AND RESPONSIBILITIES

The DLRC UTO is a Marine Training Officer, Training Chief, or Training NCO with the following DLRC associated responsibilities:

- Coordinate with the base CLS SNA and the DLRC SA.
- Administer the training requirements for the local unit or organization.
- Assign learning activities to students in each Reporting Unit Code (RUC).
- Review own unit's student information through the DLRC Learning Management System (LMS) web page applications.
- Store and control DLRC laptop transit case equipment and provide physical security.
- Provide assistance to students using the *MarineNet* and LMS web applications.
- Unlock own unit's student accounts that have become locked.
- Serve as own unit's proctor for examinations.

3.2 PRE-DEPLOYMENT - UTO

The UTO is responsible for the pre-deployment activities listed below:

Note: *Unit Training Officer/NCO DLRC duties start an estimated 5 months before deployment.*

- Ensure the Unit Training Officers and/or NCOs (One for each RUC) understand the capabilities of the DLRC LMS Training Manager (TM) functions. Appendix F, Sections 1 and 3 give an overview and the specifics of the DLRC LMS Training Manager functions.
- Identify the operational requirement and define the deployment environment as either shipboard, ashore in a tactical network or in garrison networks.
- Identify training and education requirements for the deployment.
- Initiate request for DLRC assets with your base CLS SNA by contacting the individual listed in the table or referring to the Distance Learning web site at: http://www.tecom.usmc.mil/dlc.

TABLE 3-1 CLS SNA CONTACT INFORMATION

NAME	LOCATION	PHONE
Jack Duchaine Systems Network Analyst	Marine Corps Base, Camp Pendleton, CA	Phone: (760) 763-0119 duchainejp@mail.cpp.usmc.mil
Joe Kershner Systems Network Analyst	Marine Corps Base Camp Lejeune, NC	Phone: (910) 376-0295 Joe.Kershner@prosoft-eng.com
TBD	Marine Corps Base Okinawa, Japan	
John Johnson Systems Network Analyst	Marine Forces Reserves	Phone: (504) 678-4411 John.Johnson@prosoft-eng.com

- Coordinate with the base CLS SNA and DLRC SA (usually the S-6 Data Chief) to:
  1. Receive an overview of the DLRC capabilities.
  2. Obtain and respond to the DLRC Operational Questionnaire. Appendix D, Section 1 provides the Operational Questionnaire.
  3. Obtain and respond to the DLRC Network Integration Questionnaire. Appendix D, Section 2 provides the Network Integration Questionnaire.
  4. Oversee/delegate logistics of receiving, transporting and storing DLRC assets.
  5. Establish chain of custody procedures and verify compliance. This shall be accomplished in accordance with standard Marine Corps policy established in Marine Corps Order P4400.150E W/ERRATUM CH 1-2 Consumer-Level Supply Policy Manual for equipment custody.

A DLRC system consists of the server in one transit case (12”x20”x31”) weighing approximately (100 lbs.) and additional transit cases (14”x20’x25”) weighing approximately (75 lbs.) each for every five laptops requested. Although DLRC configurations are tailorable, the standard DLRC suite consists of one server case and 4 laptop cases. Each ship in the ARG will require one server. Numbers of laptops required is dependent on space available for setup and should be tailored to the elements of the MAGTF present on each ship or field location. Figure 3-1 shows the server case in the center with laptop cases on either side.

FIGURE 3-1: DLRC SERVER AND LAPTOP TRANSIT CASES

3.3 DEPLOYMENT- UTO

The UTO will be responsible for the following DLRC activities while deployed:

- Establish training schedules and promulgate DLRC availability – times and locations.
- Manage student accounts, prepare reports, and proctor exams. Appendix F, Sections 1 and 3 give an overview and the specifics of the DLRC LMS Training Manager functions.
- The DLRC will synchronize its database with the Master LMS and MCI databases for student record keeping upon initiation by the DLRC SAs on each ship. Coordinate reach-back synchronization frequency and times with DLRC SA to minimize impact on the communications network and operational commitments. The DLRC SAs (usually from the S-6 or G-6) will coordinate daily synchronizations with operational network requirements.
- Coordinate with the DLRC SA for system troubles. If local resolution is not possible, the DLRC SA and the Unit Training Officer/NCO may call the DL NOC Help Desk at 1-888-435-8762.

3.4 POST-DEPLOYMENT – UTO

The UTO is responsible for the following post deployment activities:

- Verify inventory, equipment condition and final packing in the DLRC transit cases.
- Coordinate DLRC transportation back to the CLS SNA facility on base.
- If DLRC equipment is missing, lost, stolen, or recovered, a Missing, Lost, Stolen, or Recovered (MLSR) report shall be completed and submitted by the using unit in accordance with Marine Corps Order 4340.1A W/CH 1 Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Items. The SNA must obtain and provide copies of these reports to the base O&T office for reconciliation of supply records and accountability.

4.0 UNIT DLRC SYSTEM ADMINISTRATORS (DLRC SA)

4.1 DLRC SA GUIDE

The deploying unit shall assign a System Administrator for each of the DLRC suites used. The Unit DLRC SA's duties are detailed in this section. The basic duties are listed below with more detailed lists of duties identified for each phase of the deployment in the subparagraphs below.

The Unit DLRC SA shall perform the following:

- Learn about the capabilities of the DLRC.
- Administer the DLRC server and laptops in the operating unit network.
- Administer the DLRC server and laptops in the DLRC Standalone configuration.
- Safe and secure handling and operation of the DLRC.
- Initiate, control and monitor Student Record synchronizations between the local DLRC LMS database and the remote DLNOC Master LMS database in CONUS.

4.2 PRE-DEPLOYMENT – DLRC SA

The Unit DLRC SA shall perform the following pre-deployment duties:

- Review and answer the operational questionnaire with the Unit Training Officer.
- Review and answer the network questionnaire with the S-6/G-6.
- Provide questionnaire responses to the CLS SNA to refine DLRC requirements.
- Review training materials and attend hands-on instruction provided by CLS SNA. Appendix F, Sections 1 and 2 give an overview and the specifics of the DLRC LMS System Administrator functions. Section 3 provides the Training Manager functions of the DLRC LMS.
- In coordination with the S-6/G-6 and the UTO, sign for and arrange storage, transport, and loading of DLRC for deployment.
- Facilitate and participate in the DLRC server installations with the CLS SNA.
- Receive on the job training (OJT) from the CLS SNA during the install process.

The DLRC can be setup to support various connectivity configurations. Representative DLRC network configurations are described below:

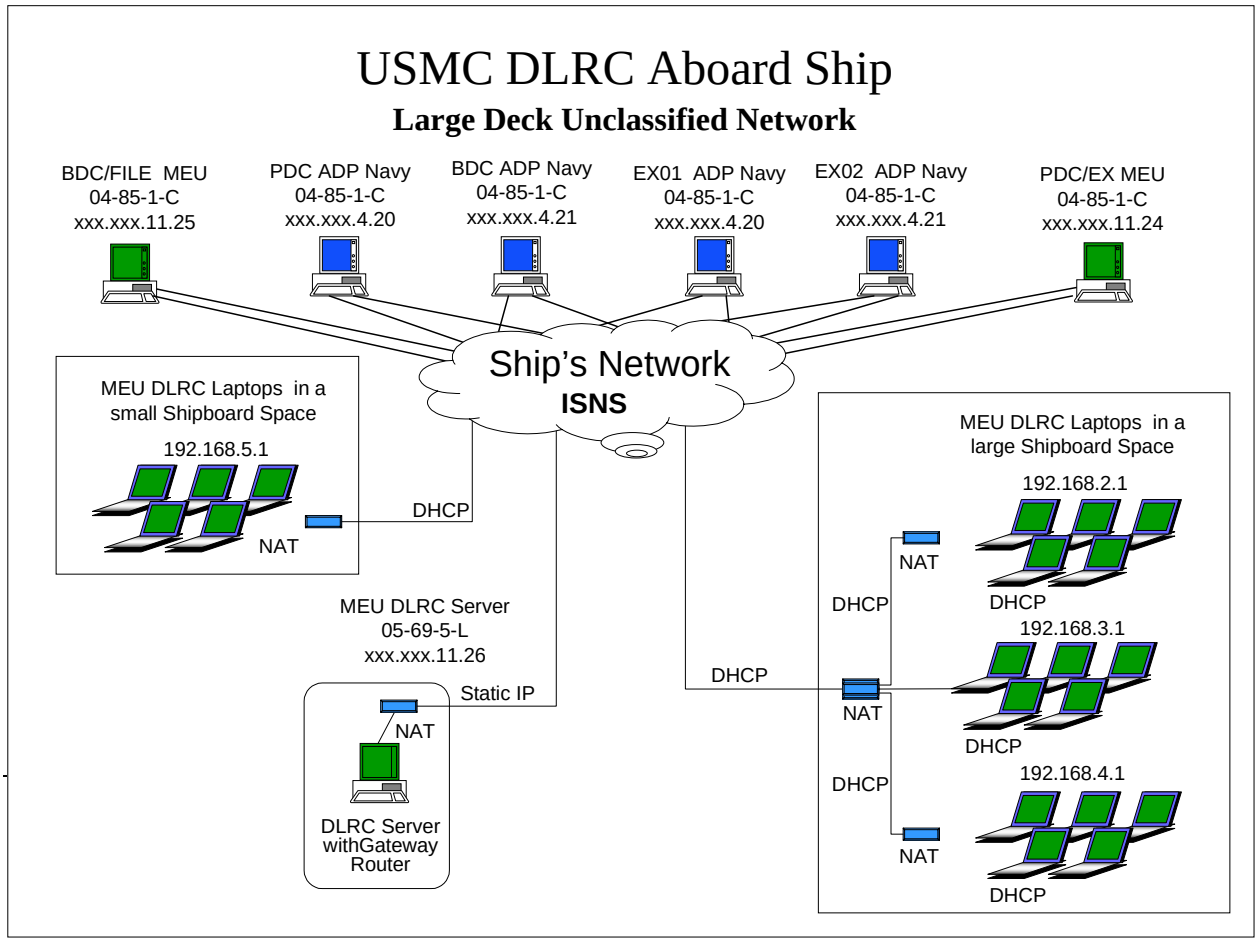
4.2.1 LAN-CONNECTED

LAN-connected is defined herein as intermittent (as opposed to continuous), secure (sensitive but unclassified), TCP/IP access to internal LAN and at times external network resources. The design of the DLRC external connection does not supply any in-line network encryption devices. All reach-back capability for DLRC synchronizations with the Master LMS will be accomplished via the operational unit's existing LAN interface where the LAN is configured with WAN connectivity.

Fast Ethernet will be the primary interface to the LAN. The operating unit system administrator must build a Marinenet zone and enter an A record for the DLRC server gateway router in the DNS database in order for other LAN connected workstations to access the DLRC server resources across the LAN. The DLRC LMS will operate off-line in the operating unit LAN only when the DLRC has no WAN, or reach-back connectivity.

The DLRC system uses Linksys Gateway Routers configured to use Network Address Translation (NAT) and the student workstations are all assigned non-routable IP addresses (example: 192.168.2.102). The DLRC server has two network interface cards (NICs), one for connection to its' Linksys router and the other as a backup. The Linksys routers are used to connect the standalone network or for connectivity to external local area networks such as the ISNS shipboard LAN. If connected to an external network the DLRC server's Linksys router must be assigned a static IP address. The system does not require connectivity to external networks in order to provide training resources.

The DLRC connects through the deployed Nonsecure Internet Protocol Router Network (NIPRNET) to the Master Learning Management System (Master LMS) for student



account validation and record updates. Shipboard network resources used by the DLRC include the Integrated Shipboard Network Systems (ISNS) LAN and the Automated Digital Network System (ADNS) for shipboard external satellite communications.

FIGURE 4-1: DLRC SHIPBOARD ISNS LAN CONFIGURATION

Deployed ashore external network resources include the Tactical Data Network (TDN) servers and gateways with Ground Mobile Forces Satellite Communications (GMF SATCOM) connectivity. This connectivity provides access to the master LMS for student record transfers and updates only. The DLRC will host all courses locally on the server's hard drives. The course content is pre-loaded onto the system before the deployment. There is no requirement to move course material over the deployed Wide Area Network (WAN).

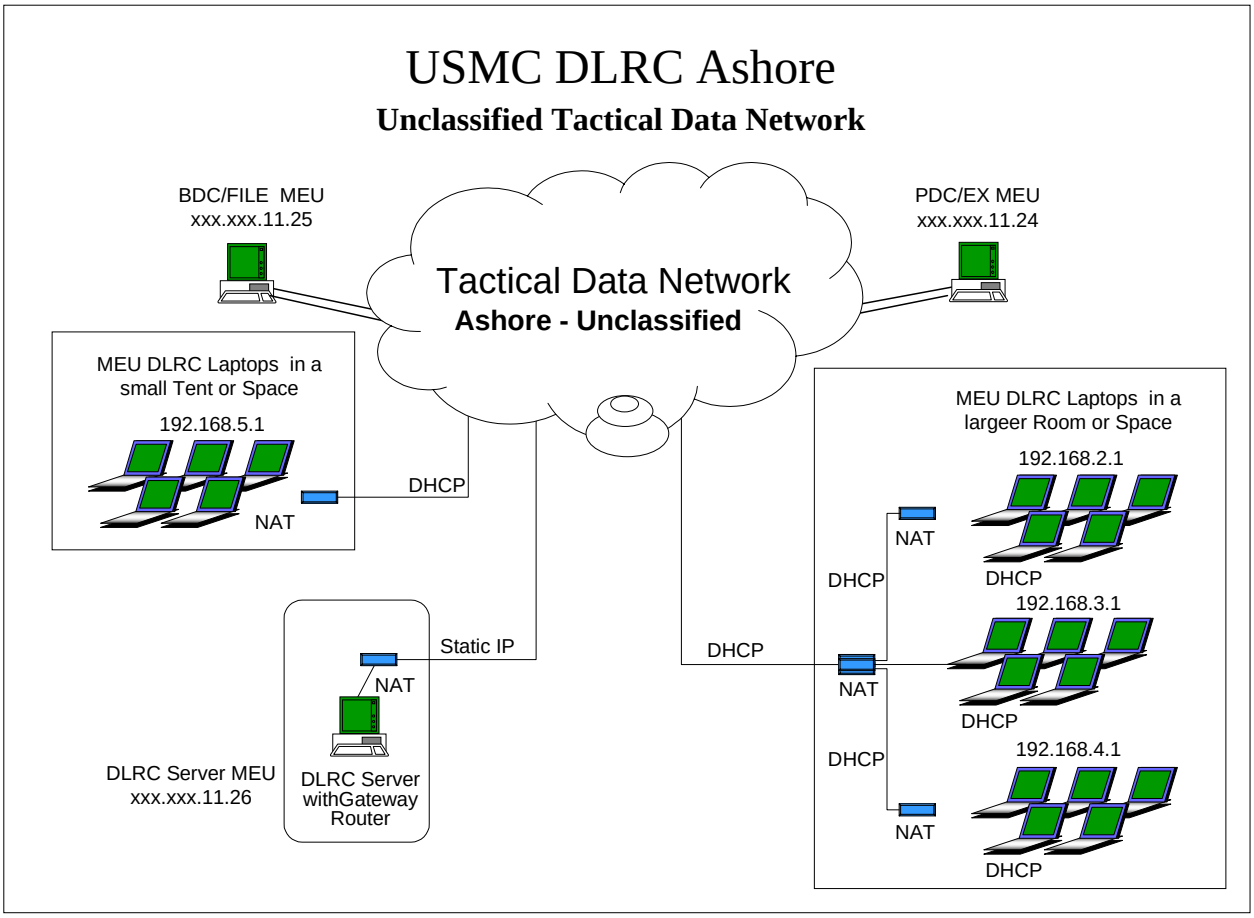


FIGURE 4-2: DLRC ASHORE TACTICAL DATA NETWORK LAN CONFIGURATION

4.2.2 STAND-ALONE LAN

Stand-Alone LAN is a self-contained training system. Student workstations are connected directly to the DLRC gateway routers and can only access local resources such as the DLRC server. Appendix E, Section 3: DLRC Stand-Alone Configuration Checklist provides the setup steps for this configuration.

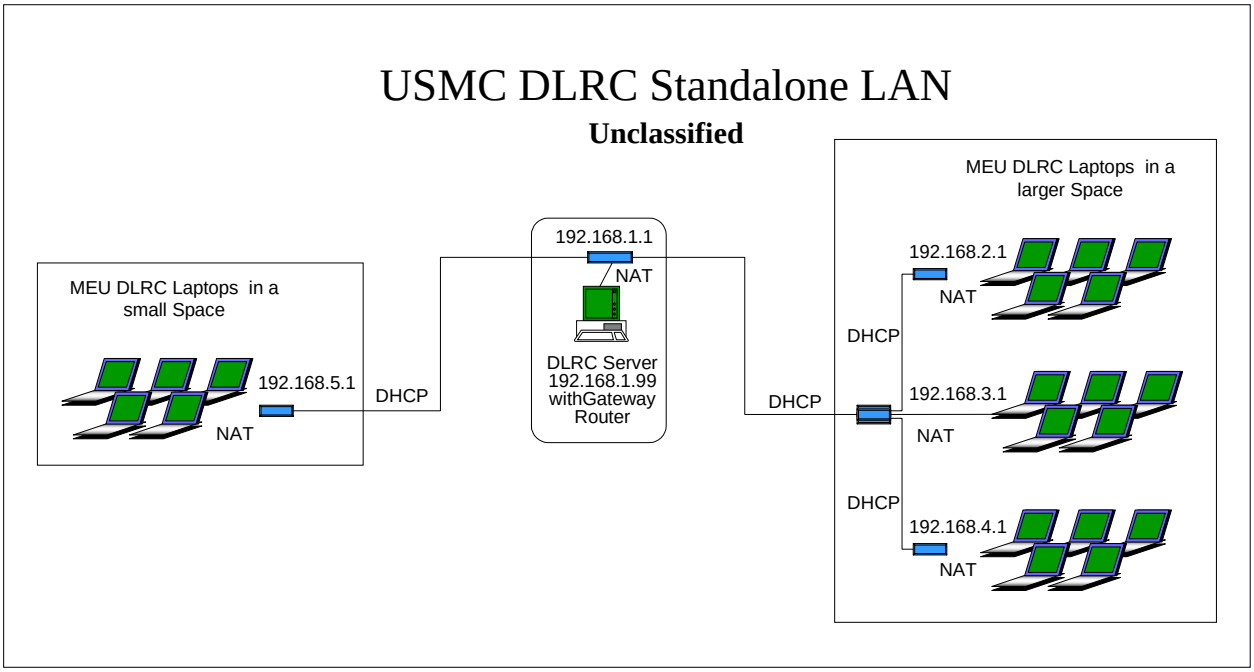


FIGURE 4-3: DLRC STAND ALONE LAN CONFIGURATION

4.3 DEPLOYMENT – DLRC SA

The Unit DLRC SA shall perform the following duties while deployed:

- Conduct synchronizations with the Master LMS Database when external connectivity is available. Appendix F, Section 2 describes the steps that must be taken to complete the DLRC synchronization with the Master LMS database.
- Provide DLRC LMS report generation for MAGTF wide training needs. Appendix F, Section 3 specifies how to generate reports using the LMS Training Manager report function. The DLRC SAs are the only ones who can generate reports across all elements of the MAGTF (for all RUCs).

- Maintain custody of DLRC equipment - Chain of custody required.

- Assist Training personnel with classroom installs and breakdown.
- Assist MAGTF leadership and training personnel with system operation.
- Contact the DLRC Help Desk/Troubleshooting Liaison at the DL NOC as needed.

4.4 POST-DEPLOYMENT – DLRC SA

The Unit DLRC SA shall perform the following post-deployment duties:

- Run one last synchronization before powering down the server.
- Pack up the DLRC server and equipment in the transit case(s).
- Assist in transporting the DLRC transit cases back to the CLS SNA.

To learn where to contact your base CLS SNA so you can begin the process of planning for and checking out your deploying units DLRC assets, visit the Distance Learning web site at http://www.tecom.usmc.mil/dlc or see Table 3-1 above for CLS SNA points of contact.

5.0 CONTRACTOR LOGISTICS SUPPORT SENIOR NETWORK ANALYST (CLS SNA)

5.1 SENIOR NETWORK ANALYST (SNA) GUIDE

The CLS SNA is a senior technician located at the deploying unit's base or station. The CLS SNAs are the primary interface to the Marine Corps Units that deploy with the DLRC.

The CLS SNA shall perform the following duties:

- Coordinate DLRC system maintenance and troubleshooting.
- Sign over the DLRC equipment to the deploying unit's designated custodian(s).
- Configure and install the DLRC during pre-deployment workups.
- Conduct on-the-job training (OJT) for the DLRC SAs and Unit Training Officers/NCOs during the pre-deployment workups.
- Conduct post-deployment inventory and archiving in coordination with the Unit.
- Refurbish the DLRC systems in coordination with the DLNOC.

5.2 PRE-DEPLOYMENT – SNA

The CLS SNA shall perform the following pre-deployment duties:

- Maintain current software baselines provided by the DL NOC.
- Receive and store DLRC assets in the CLS SNA facility or with the Base Operations and Training (O&T) for deployment.
- Provide deploying unit representatives with information on the DLRC capabilities and procedures for requesting DLRC assets 5 months before deployment.
- Establish and maintain an active contact at the MEF G-3 Ops/Training level to track unit deployments for this purpose.
- Coordinate with deploying MAGTFs Unit Training Officer and DLRC SA to refine DLRC requirements using operational and network questionnaires.
- Configure DLRC systems based on early coordination with the deploying units and their answers to the operational/network questionnaires and checklists.
- Conduct an initial operational check of each DLRC system planned for the deployment.
- Preload student records on all DLRC servers (RUCs and course catalog data) for the unit deployment.

- Re-Pack transit cases and coordinate deploying unit pickup of equipment for transfer to their location (custody) or the ship.
- Provide training materials to the DLRC SAs and Unit Training Officers/NCOs.
- Conduct the initial installation aboard ship or ashore with the deploying unit.
- Provide OJT for the Unit Training Officers/NCOs and DLRC SAs while installing the DLRCs. The unit senior DLRC SA and the DLRC SAs for each ship/location need to be present and participate in the installation for their OJT. Each major subordinate element of the MAGTF at each ship/location needs a Training Officer/NCO representative to receive instruction on the use of the DLRC LMS Training Manager functions. This is accomplished at the RUC level – Command Element, Ground Combat Element, Aviation Combat Element, and Combat Service Support Element of the MAGTF – For a MEU it is the MEU CE, BLT, Squadron, and MSSG.
- Conduct final configuration testing. Ensure all networking and firewall configurations are properly established and operational.
- Conduct the initial synchronization either at the base or aboard ship.

5.3 DEPLOYMENT – SNA

The CLS SNA shall perform the following deployment duties:

- Provide liaison and troubleshooting assistance as required.

5.4 POST-DEPLOYMENT – SNA

The CLS SNA shall perform the following post-deployment duties:

- Receive equipment from the returning unit, inventory and assess the contents and condition prior to releasing the custody form. This shall be accomplished in accordance with standard Marine Corps policy established in Marine Corps Order P4400.150E W/ERRATUM CH 1-2 Consumer-Level Supply Policy Manual for equipment custody.
- If DLRC equipment is missing, lost, stolen, or recovered, a Missing, Lost, Stolen, or Recovered (MLSR) report shall be completed and submitted by the using unit in accordance with Marine Corps Order 4340.1A W/CH 1 Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Items. The SNA must obtain and provide copies of these reports to the base O&T office for reconciliation of supply records and accountability.

- Clean, archive, reload, fix and prepare DLRC equipment and software for the next deployment.
- Send archive data and hard drives to DLNOC for software baseline re-load.

6.0 DISTANCE LEARNING NETWORK OPERATIONS CENTER (DLNOC)

Although the CLS SNA is the main point of contact for the *MarineNet* users at the local level, DL NOC personnel maintain the various *MarineNet* application layers for the deployed units. The help desk is located at the DLNOC.

The DLNOC shall perform the following duties:

- Maintain the Marine Corps Distance Learning System, *MarineNet*, Master database, web and LMS application servers at the DL NOC.
- Receive DLRC server hard drives from the CLS SNAs and reload baseline software and courseware.
- Provide DLRC server hard drives with the baseline software and courseware to the CLS SNAs.
- Receive DLRC damaged equipment from the CLS SNA and provide replacement DLRC equipment.
- Support the deployed MAGTFs and the CLS SNAs with troubleshooting assistance.
- Maintain a help desk to provide deployed support for all DLRC users.
- Provide the DLRC Users Manual hard copy and soft copy for the CLS SNA distribution and copy on DLRC Servers and Laptops.
- Provide ghost copies of the DLRC Laptop configuration for the CLS SNA distribution to the deploying units and local use.

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Appendix A: ACRONYMS AND DEFINITIONS

ACRONYM	DEFINITION
AC/S O&T	Assistant Chief of Staff Operations and Training
AEC	Automated Electronic Classroom
BTI	Base Telecommunication Infrastructure
BTU	British Thermal Unit
CDE	Content Delivery Engine
CDN	Content Delivery Network
CLS	Contractor Logistics Support
DISN	Defense Information Systems Network
DL	Distance Learning
DLRC	Deployable Learning Resource Center
DoD	Department of Defense
EMT	Electrical Metallic Tubing
HVAC	Heating Ventilation and Air Conditioning
IP	Internet Protocol
ISMO	Information Systems Management Office
LMS	Learning Management System
LRC	Learning Resource Center
MARCORSYSCOM	Marine Corps Systems Command
MarineNet	Marine Corps Distance Learning Network
MCB	Marine Corps Base
MCDLP	Marine Corps Distance Learning Program
MCIAIS	Marine Corps Institute Automated Information system
MCTFS	Marine Corps Total Force System
NAVAIR	Naval Air Systems Command
NIPRNET	Non-Secure Internet Protocol Routing Network
NOC	Network Operations Center
PM	Project Manager
POC	Point of Contact
SCRD	Special Communications Requirement Division
SIP	Site Installation Plan
SSL	Secure Socket Layer

ACRONYM	DEFINITION
TCP	Transmission Control Protocol
TCP/IP	Transmission Control Protocol/Internet Protocol
TECOM	Training and Education Command
USMC	United States Marine Corps

TABLE A-1: ACRONYMS AND DEFINITIONS

Appendix B: DLRC HARDWARE

SECTION 1: DLRC HARDWARE INVENTORY

SECTION 2: DLRC HARDWARE SETUP

Appendix C: DLRC SOFTWARE (GENERAL LISTING)

SERVER	
Operating System	Microsoft Windows NT Server 4.0 SP6a
AntiVirus	Norton AntiVirus 7.60
Browser	Microsoft Internet Explorer 6.0
Portable Document Format (PDF) Software	Adobe Acrobat (Reader) 4.0
Web Server Software	Microsoft IIS 4.0
Database Software	SQL 7
	Oracle Client 8.1.7
Application Software	Marinenet ThinQ LMS Version 1.0
	Cold Fusion 4.5.1 SP2
Misc. Utilities	Diskeeper 6.0
	NT Streaming Server 4.1
Multimedia Plug-Ins	Windows Media Player Version 6.4.07.1112
	Shockwave 8.5
	Flash 5.0
	Microsoft Virtual Machine
LAPTOPS	
Operating System	Windows 2000 Pro, 5.00.2195 SP2
AntiVirus	Norton AntiVirus 7.60
Browser	Microsoft Internet Explorer 6.0
Portable Document Format (PDF) Software	Adobe Acrobat (Reader) 4.0
Productivity Software	Microsoft Office XP
Multimedia Plug-Ins	Windows Media Player Version 6.4.09.1121 or 7.01.00.3055
	Shockwave 8.5
	Flash 5.0
	Microsoft Virtual Machine

Appendix D: DLRC QUESTIONNAIRES

SECTION 1: DLRC OPERATIONAL QUESTIONNAIRE

DLRC Afloat **Date:** _____

1. General Information:

Rank, Name, & Phone S-6 rep: _____ Data Chief _____
Unit(s) you represent (i.e. 15 MEU): _____ MEU _____ MEB _____ MEF
Deployment dates (Month/Year): _____
Rank, Name, & Phone UTO: _____ Training Officer _____
Rank, Name, & Phone S-6: _____ G-6 / S-6 Officer _____

Identify 2 DLRC SAs for each ship.

Ship 1 _____ DLRC SA Primary _____ Backup _____
Ship 2 _____ DLRC SA Primary _____ Backup _____
Ship 3 _____ DLRC SA Primary _____ Backup _____

2. What amount of networking technician expertise exists in the G3 or S3?

3. Aboard what ship(s) will your unit(s) conduct distance learning? Identify/circle MEU elements aboard each ship.

Ship 1 _____ CE GCE ACE CSSE
Ship 2 _____ CE GCE ACE CSSE
Ship 3 _____ CE GCE ACE CSSE
Ship 4 _____ CE GCE ACE CSSE

4. What regions of the world will your unit transit & operate in (Pacific, IO, Med, Atlantic, etc.)?

5. Does your unit expect to be ashore for prolonged periods?
If ashore for prolonged periods, what facilities would be available for DLRC operation and networking? How many DLRC suites should you deploy with?
(Usually 1 per ship, 1 spare & 1 for tactical field use.)

6. Identify dates for a few days of hands-on training on base? (Recommend starting 5 months prior with at least 2 or 3 workups: COMPTUEX, FLEETEX, SOCEX. Include aboard ship assistance for in-port installation and DLRC SA on-the-job training for the first workup period.)

Note: Ship & Navy NOC cutover message released approximately 30-40 days before deployment. Info: DLNOC on MITNOC coordination message. Navy NOC Transitions

are coordinated 30-40 days out. See Appendix C DLRC Network Integration Questionnaire for details.

7. What type of training activities do you plan while deployed? (For example: Online MCIs from classrooms and other available spaces where S-6 may have to run LAN cable from nearby LAN drops.)

Spaces and LAN drop availability should be considered here during pre-deployment. Also, consider what DLRC configurations could be used.

By COMPTUEX all ships should have Marine networks.

8. Identify spaces aboard ship that may be available for training to set up DLRC student laptops. (i.e. fwd classroom, wardroom lounge, briefing spaces, other common spaces, etc. – think of low or no mission ops time periods, the size of each space, & if one or more Unclassified LAN drops are available)

Space Troop Mess Deck	space size 20+ Students	LAN drop(s) None
Space Ships Classroom	space size 15-20 Students	LAN drop(s) None
Space Forecastle	space size 12 Students	LAN drop(s) None
Space Library	space size 5-15 Students	LAN drop(s) _____
Space _____	space size _____	LAN drop(s) _____
Space _____	space size _____	LAN drop(s) _____
Space _____	space size _____	LAN drop(s) _____

9. Will your unit have the need to setup the DLRC in a classroom environment?

10. Who will checkout & monitor the use of DLRC laptops connected in various spaces around the ship?

Training Officers/NCOs can use Training Management capabilities of the DLRC to bulk enroll, generate reports, proctor exams, etc. for their RUC.

Assign a Training & Education Officer/NCO for each RUC on each ship.

Ship 1 _____

CE RUC/MCC _____	Training Officer/NCO _____	
GCE RUC/MCC _____	Training Officer/NCO _____	
ACE RUC/MCC _____	Training Officer/NCO _____	
CSSE RUC/MCC _____	Training Officer/NCO _____	

Ship 2 _____

CE RUC/MCC _____	Training Officer/NCO _____
GCE RUC/MCC _____	Training Officer/NCO _____

ACE RUC/MCC _____ Training Officer/NCO _____
CSSE RUC/MCC _____ Training Officer/NCO _____

Ship 3 _____
CE RUC/MCC _____ Training Officer/NCO _____
GCE RUC/MCC _____ Training Officer/NCO _____
ACE RUC/MCC _____ Training Officer/NCO _____
CSSE RUC/MCC _____ Training Officer/NCO _____

11. How will laptops be distributed & controlled? Sub-custody?

DLRC laptops are packaged 5 to each transit case for flexibility, distribution and storage. This is so elements of a MEU (each RUC) on the same ship can each use some of the laptops for their training & education. This helps determine how many Laptop cases are needed for each ship.

Notes:

1.

2.

3.

SECTION 2: DLRC NETWORK INTEGRATION QUESTIONNAIRE

DLRC Afloat **Date:** _____

1. Obtain the following information from the MEU S-6 Data Chief

DLRC Server/Gateway Router Static IP Address: _____
Sub-Net Mask: _____
Default Gateway: _____
Primary DNS: _____
Secondary DNS: _____

2. Coordinate the building of a marinenet zone for all ISNS (Unclassified shipboard LAN) DNSs. This includes both Marine Corps and Navy shipboard DNSs. The zone name must be: "www.marinenet.usmc.mil".

Complete in coordination with MEU S-6 and Navy CommO and ADPO aboard each ship.

3. Have the MEU S-6 incorporate the below listed DLRC Source & Destination IPs and TCP Port setting into the standard naval messages for cutover of the MEU domains. Done approximately 5 weeks prior to garrison to deployed network cutover; and 5 weeks prior to one Navy Regional NOC to another Navy Rgional NOC cutover. See MITNOC Cutover message templates B & C at:

www.noc.usmc.mil/Deployed Support/Deployed Support Pages/

Source IP: All ships should use IP Address xxx.xxx.xxx.26

This IP is set at each ship's ACL Router with a permit IP statement:

Example 1: Permit ip xxx.xxx.11.26 xxx.xxx.198.5 eq 1521
Example 2: Permit ip xxx.xxx.11.26 any eq 1521

Obtain Navy Regional NOC Source IPs for DLNOC: xxx.xxx.xxx.34-38 (for test)

Destination IP: xxx.xxx.198.5 Production Server at DLNOC

TCP Port Setting: 1521

COORDINATE WITH: **MITNOC DEPLOYED SUPPORT, DLNOC & PRNOC.**

Appendix E: DLRC INSTALLATION CHECKLISTS

SECTION 1: DLRC SHIPBOARD ISNS LAN SETUP CHECKLIST

NOTE: The Shipboard ISNS LAN Setup Checklist steps MUST be completed in order.

Server

- ❑ UNPACK SERVER.
- ❑ PLUG IN POWER
- ❑ CONNECT SHIP NETWORK TO WAN PORT ON THE SERVER'S PATCH PANEL.
- ❑ POWER ON CASE.
- ❑ POWER ON SERVER.
- ❑ LOGIN WITH USERNAME: DLRCADMIN AND PASSWORD: _____
- ❑ UNDER NETWORK PROPERTIES VERIFY SERVER TCP/IP IS SET TO THE FOLLOWING STATIC INFORMATION (SEE DL 380 SERVER NETWORK SETUP PROCEDURES):
  - IP ADDRESS: 192.168.1.99
  - SUB-NET MASK: 255.255.255.0
  - DEFAULT GATEWAY: 192.168.1.1
  - PRIMARY DNS: 192.168.1.99
  - PRIMARY WINS: 192.168.1.99

- ❑ OPEN A WEB BROWSER AND TYPE HTTP://192.168.1.1

NOTE: IF THIS IP DOESN'T WORK VERIFY CABLE CONNECTIONS, POWER TO ROUTER (TRANSFORMER PLUGGED IN), POWER ON POWER STRIP IS ON, THEN RESET ROUTER – SEE ROUTER INITIAL INSTALL PROCEDURES

- ❑ LOGIN TO ROUTER WITH USERNAME: NULL AND PASSWORD: _____
- ❑ SELECT THE *SETUP* TAB AND ENSURE THE FOLLOWING (FROM NETWORK QUESTIONNAIRE):
  - LAN IP ADDRESS: 192.168.1.1
  - *WAN IP ADDRESS:
  - *WAN SUB-NET MASK:
  - *WAN DEFAULT GATEWAY:
  - *WAN PRIMARY DNS:
  - *WAN SECONDARY DNS:

*INFORMATION TO BE PROVIDED BY THE MEU/EMBARKED MARINE S-6 POC FOR EACH SHIP

- ❑ CLICK ON THE "APPLY" AND "CONTINUE" BUTTONS. **** IF LAN IP HAS BEEN MODIFIED (STANDALONE), POINT WEB BROWSER TO THE NEW IP ADDRESS.

- ❑ SELECT THE *ADVANCED* TAB.
- ❑ SELECT THE *DMZ HOST* TAB AND ENSURE THE FOLLOWING:
  - DMZ HOST: 192.168.1.99
- ❑ CLICK ON THE "APPLY" AND "CONTINUE" BUTTONS.
- ❑ Server Linksys Router Settings Complete
- ❑ Complete the Marinenet DNS setup for the DL 380 and all other DNS servers on the ship
- ❑ Server verification is complete.

Workstation

- ❑ Unpack laptops and plug into the power strip.
- ❑ Connect ship network to WAN port on the router.
- ❑ Connect each laptop to router.
- ❑ Plug in router (Power Transformer).
- ❑ Power on all laptops.
- ❑ Login: Lrcadmin with the documented password
- ❑ If the ship's LAN has a DHCP server then ensure all connectivity by connecting to http://www.marinenet.usmc.mil Workstation Setup is complete.
- ❑ **If** the ship's LAN requires Static IP address:

  OPEN A WEB BROWSER ON ANY LAPTOP AND TYPE HTTP://192.168.1.1
  LOGIN TO ROUTER WITH A DOCUMENTED USER NAME AND PASSWORD.
  SELECT THE *SETUP* TAB AND ASSIGN THE FOLLOWING:

LAN IP ADDRESS:	**192.168.1.1**
***WAN IP ADDRESS:**	_____
***WAN SUB-NET MASK:**	_____
***WAN DEFAULT GATEWAY:**	_____
***WAN PRIMARY ,DNS:**	_____
***WAN SECONDARY DNS:**	_____

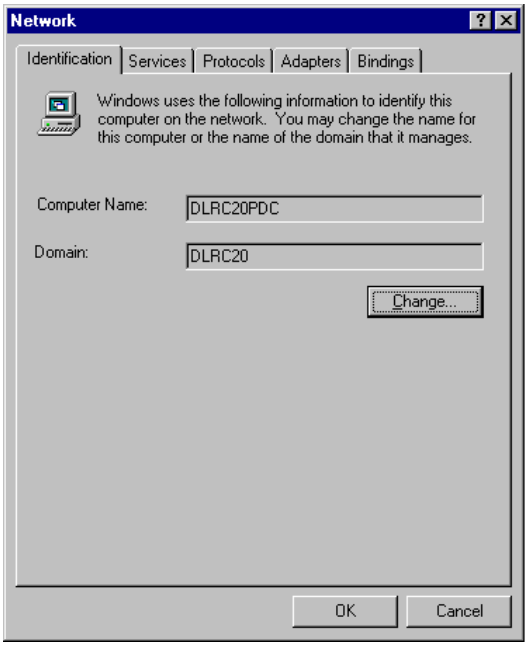
  CLICK APPLY AND CONTINUE TO FORCE CHANGES.

  ***INFORMATION TO BE PROVIDED BY THE MEU/EMBARKED MARINE LAN ADMINISTRATOR**
- ❑ Ensure all connectivity by connecting to http://www.marinenet.usmc.mil
- ❑ Workstation Verification is now complete.
- ❑ If a greater number of student laptop positions are to be setup in a single space, refer to the alternative configurations documentation.

SUB-SECTION A: COMPAQ PROLIANT DL 380 NETWORK SETUP PROCEDURES

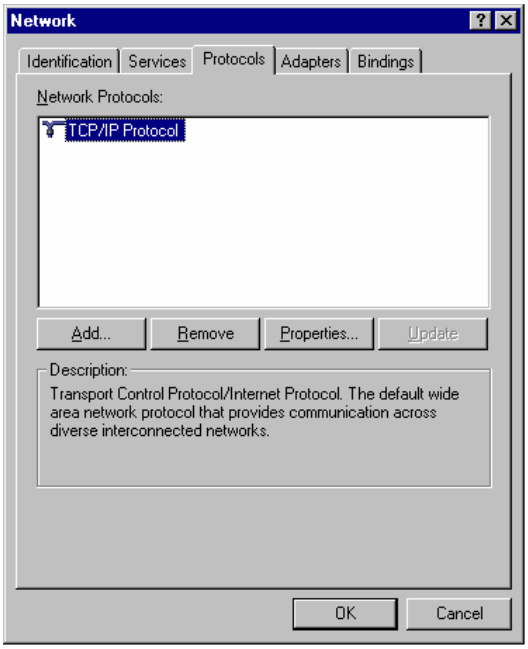
Step 1: Select Properties

Right Click on Network Neighborhood and select properties…



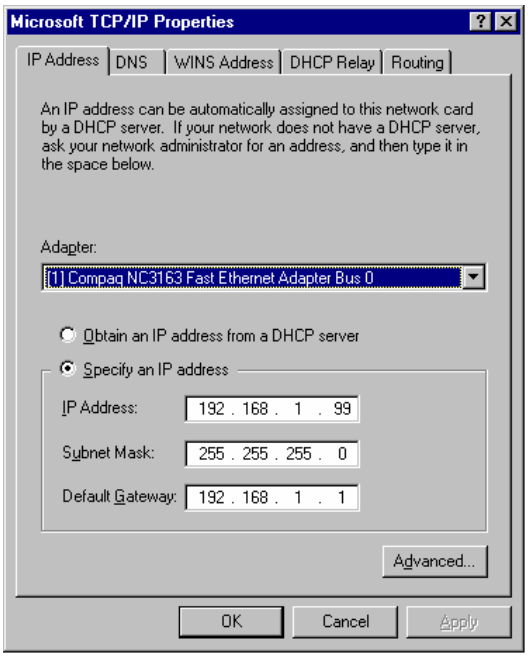
Step 2: Select Protocol

Click the Protocols Tab…



Step 3: Setting Properties

Click the Properties Button…

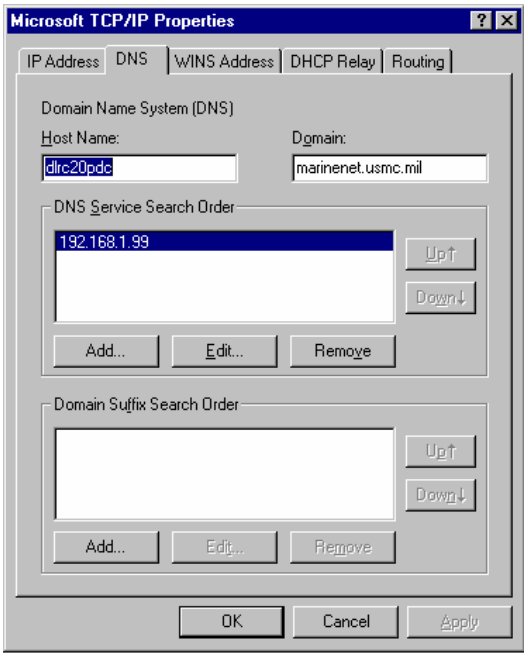


Step 4: IP Information

Enter IP information as shown above….

Step 5: DNS Tab

Click the DNS Tab…

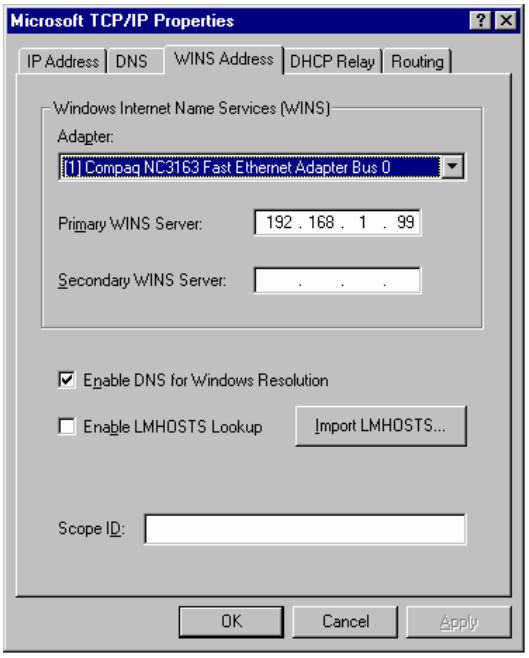


Step 6: Enter DNS Information

Enter DNS information as shown above…

Step 7: WINS Address Tab

Click the WINS Address Tab…



Step 8: Exit Microsoft TCP/IP

Click OK to exit Microsoft TCP/IP Properties…

Step 9: Exit Network

Click OK to exit Network…

Step 10: Reboot

Re-boot the Server…

Step 11: Completed

DL 380 Server Network Setup Procedures is complete.

SUB-SECTION B: DLRC SERVER GATEWAY ROUTER INITIAL INSTALLATION PROCEDURES

Router ID #_____Transit Case # _____
Name/Date _____

Workstation Configuration

- ❑ CONFIGURE WORKSTATION TO OBTAIN AN IP ADDRESS AUTOMATICALLY THROUGH DHCP.
- ❑ SHUTDOWN WORKSTATION.
- ❑ Ensure that the Workstation is attached to port 1 of the Router.

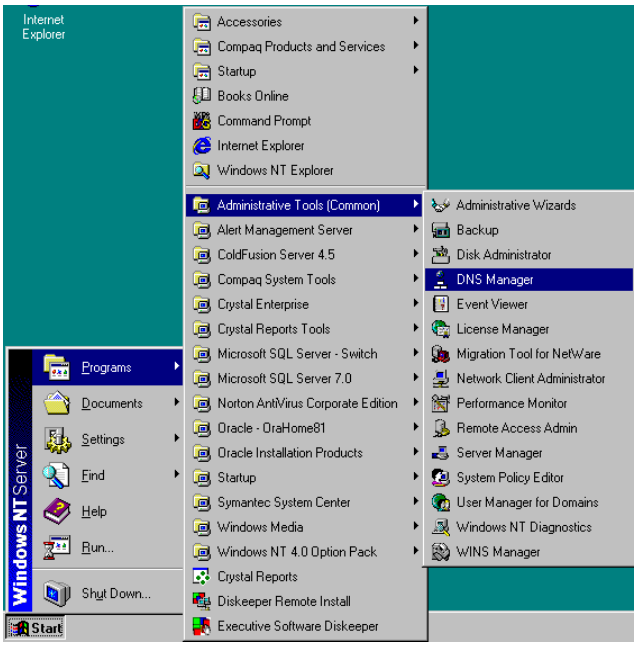
Basic Router Configuration

- ❑ PLUG IN THE ROUTER TO POWER IT ON.
- ❑ PRESS & HOLD THE ROUTER'S RESET BUTTON TILL THE RED *DIAG LED* GOES OUT.
- ❑ POWER ON PC.
- ❑ OPEN A WEB BROWSER AND TYPE HTTP://192.168.1.1
- ❑ LOGIN TO ROUTER WITH A BLANK USER NAME AND DEFAULT PASSWORD: ADMIN.
- ❑ CHANGE DEFAULT PASSWORD TO A PASSWORD IDENTIFIED IN LOCAL SITE DOCUMENTATION.
- ❑ APPLY CHANGES AND LOGIN TO ROUTER WITH NEW PASSWORD.
- ❑ CONFIGURE WAN SETTINGS AS SPECIFIED BY THE HOST NETWORK'S ADMINISTRATOR AND APPLY.
- ❑ Router configuration is now complete.

SUB-SECTION C: DLRC DNS SETUP

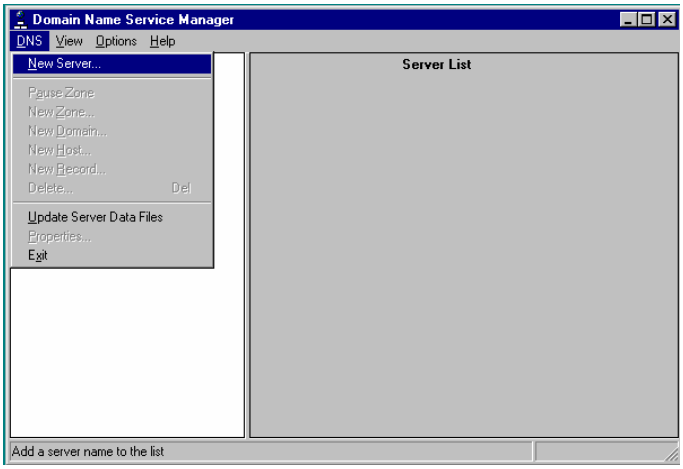
Step 1: Open DNS Manager

At your computer Startup Screen select DNS Manager as Illustrated:



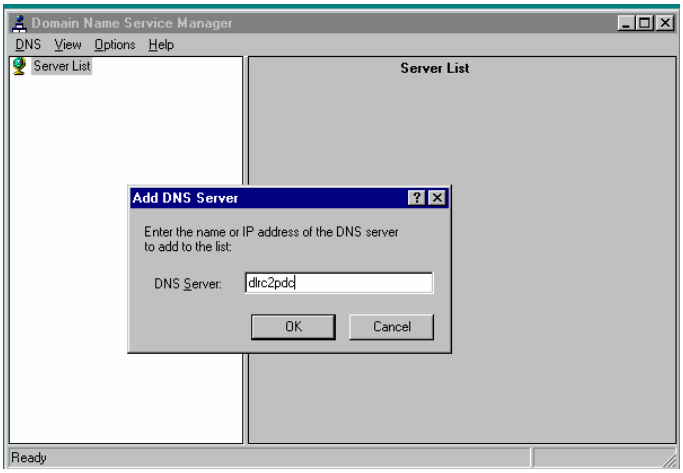
Step 2: Create a New Server

At DNS Manager Screen create a New Server as Illustrated:



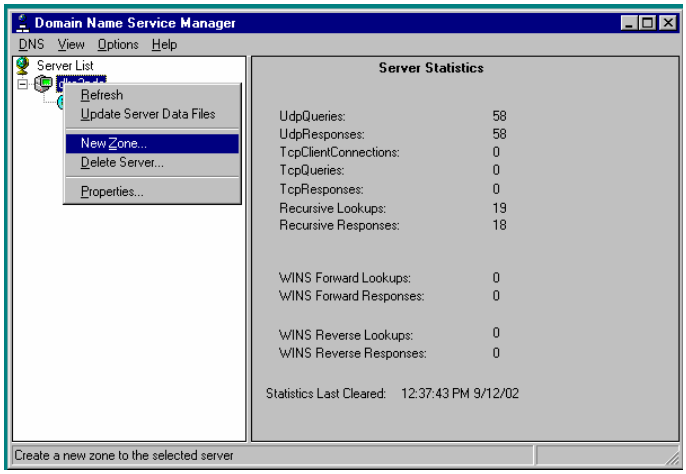
Step 3: Name New DNS Server

Add DNS Server with name corresponding DNS Server (or select an existing DNS Server)… Click OK



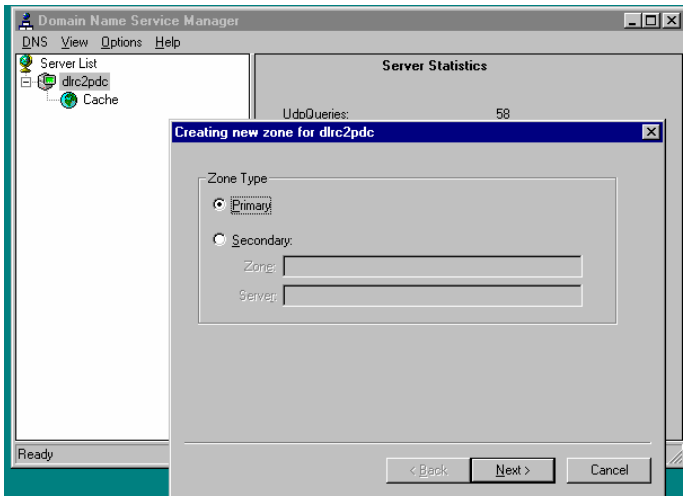
Step 4: Create New Zone

Right-click on Server and Create a New Zone…



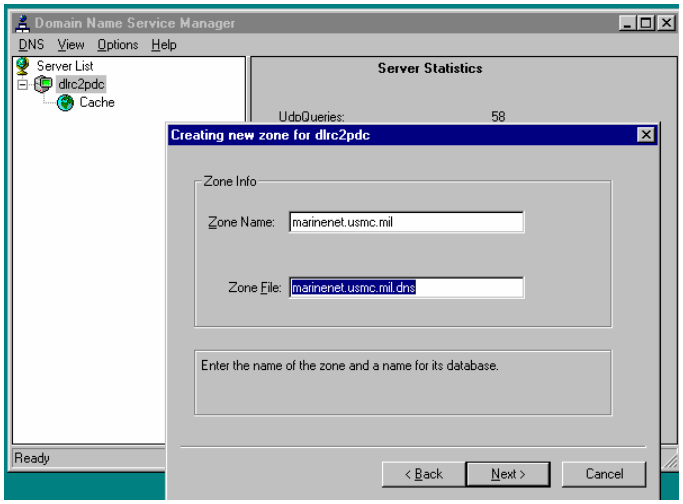
Step 5: Select Primary Zone

Select Primary Zone and Click Next…

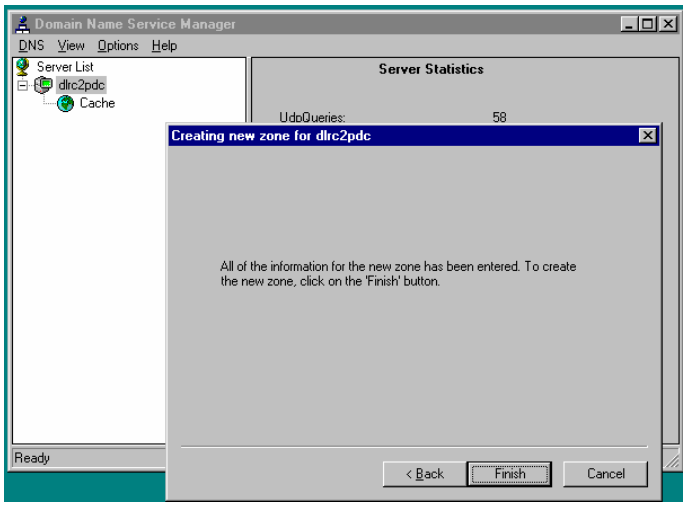


Step 6: Name the Zone

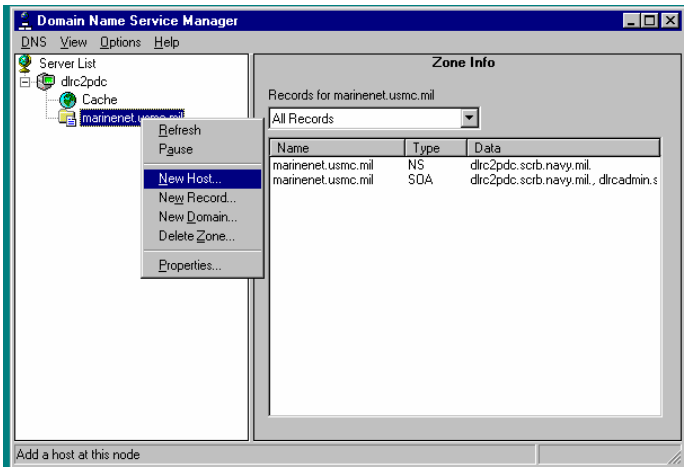
Name the zone Marinenet.usmc.mil and click in the Zone File box to select the default file… Click Next.



Step 7: Finish Creating Zone
Click Finish to create the New Zone…



Step 8: Select New Host
Right-click on the new Zone and select New Host…



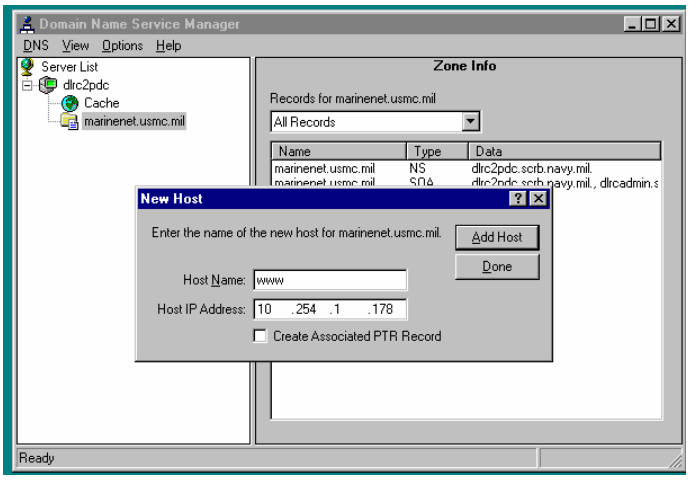
Step 9: Adding Host

Type Host name www and enter Host IP Address of the DLRC.

If entering in the ship's DNS for the new marinenet.usmc.mil zone, enter the MEU assigned static IP address: xxx.xxx.xxx.26 (west coast MEUs) xxx.xxx.xxx.?? (east coast MEUs) and xxx.xxx.xxx.?? (Okinawa MEU).

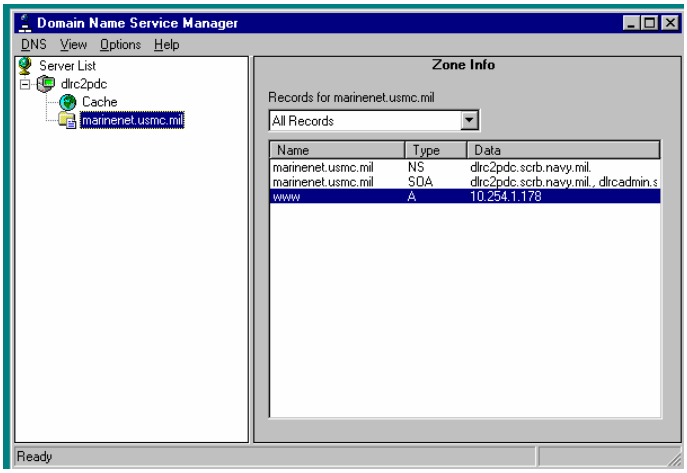
If entering in the DLRC Server's DNS for the marinenet.usmc.mil zone, enter the Linksys Gateway Router non-routable host IP address: 192.168.1.99

Click Add Host. Click Done.



Step 10: Verify the New Zone

Verify your new zone and A record looks like the following…



Step 11: Setup is Complete

SECTION 2: DLRC GARRISON OR TACTICAL DATA NETWORK LAN SETUP CHECKLIST

Server Verification

- ❑ Unpack Server.
- ❑ Plug In Power
- ❑ Connect WAN port on the server's patch panel to a LAN drop.
- ❑ Power on Case.
- ❑ Power on Server.
- ❑ Verify Server TCP/IP is set to the following static information:
  - IP Address: 192.168.1.99
  - Sub-Net Mask: 255.255.255.0
  - Default Gateway: 192.168.1.1
  - Primary DNS: 192.168.1.99
  - Primary WINS: 192.168.1.99
- ❑ Open a web browser and type http://192.168.1.1
- ❑ Login to Router with a documented user name and password.
- ❑ Select the *Status* tab and verify the following:
  - LAN IP Address: 192.168.1.1
  - *WAN IP Address: _____
  - *WAN Sub-Net Mask: _____
  - *WAN Default Gateway:_____
  - ***WAN Primary** DNS: _____
  - *WAN Secondary DNS: _____
- ❑ Select the *Advanced* Tab
- ❑ Select the *DMZ Host* Tab and verify the following:
  - DMZ Host: 192.168.1.99
- ❑ Contact the LAN Administrator to ensure that the LAN DNS entry for www.marinenet.usmc.mil resolves to the router's WAN IP Address.
- ❑ Server verification is complete.

Workstation Verification

- ❑ Unpack laptops and Linksys gateway router
- ❑ Plug in power strip and all laptops into the strip.
- ❑ Connect WAN port on the router to an available LAN drop.
- ❑ Connect each laptop to a LAN port on the Linksys gateway router.
- ❑ Plug in Linksys gateway router.
- ❑ Power on all laptops.
- ❑ If the LAN has a DHCP server then Workstation Verification is complete.
- ❑ If the LAN requires a Static IP address:
  - Open a web browser and type http://192.168.1.1
  - Logon to Router with a documented user name and password.
  - Select the *Setup* tab and assign the following:
    - LAN IP Address: 192.168.1.1
    - *WAN IP Address: _____
    - *WAN Sub-Net Mask: _____
    - *WAN Default Gateway:_____
    - *WAN Primary ,DNS: _____
    - *WAN Secondary DNS: _____
    - Click Apply and continue to force changes.
- ❑ Ensure all connectivity by connecting to http://www.marinenet.usmc.mil
- ❑ Workstation Verification is now complete.

*Information to be provided by the LAN Administrator

SECTION 3: DLRC STAND-ALONE CONFIGURATION CHECKLIST

Server Verification

- ❑ Unpack Server.
- ❑ Plug In Power
- ❑ Power on Case.
- ❑ Power on Server.
- ❑ Verify Server TCP/IP is set to the following static information:

  IP Address: 192.168.1.99
  Sub-Net Mask: 255.255.255.0
  Default Gateway: 192.168.1.1
  Primary DNS: 192.168.1.99
  Primary WINS: 192.168.1.99
- ❑ Server verification is complete.

Workstation Verification

- ❑ Unpack laptops and router
- ❑ Plug in power strip and all laptops into the strip.
- ❑ Connect WAN port on the router to an open LAN port on the server case.
- ❑ Connect each laptop to the router.
- ❑ Plug in router.
- ❑ Power on one laptop.
- ❑ Setup router:

  Open a web browser and type **http://192.168.1.1**
  Login to Router with a documented user name and password.
  Select the *Setup* tab and assign TCP/IP according to the following table:

Laptop Case Number	LAN IP Address	WAN IP Address
2	192.168.2.1	192.168.1.98
3	192.168.3.1	192.168.1.97
4	192.168.4.1	192.168.1.96
5	192.168.5.1	192.168.1.95

  WAN Sub-Net Mask: 255.255.255.0
  WAN Default Gateway: 192.168.1.1
  WAN Primary DNS: 192.168.1.99
  WAN Secondary DNS: 192.168.1.1
  Click Apply and continue to force changes.
- ❑ Reboot laptop.
- ❑ Power on all laptops.
- ❑ Ensure all connectivity by connecting to http://www.marinenet.usmc.mil
- ❑ Workstation Verification is now complete.

SECTION 4: DLRC LAPTOP SOFTWARE INSTALLATION

SUB-SECTION A: DELL LATITUDE C810 IMAGE PROCEDURE

Labtop serial # _____Name/Date _____
Labtop Name/System # _____

Pre-Image Configuration

- **OBTAIN THE FOLLOWING**
  1. **CURRENT LAPTOP IMAGE CD ACCORDING TO LATEST MCDL BASELINE.**
  2. **DOCUMENTED ADMINISTRATOR PASSWORD.**
  3. **APPROPRIATE COMPUTER NAME FOR THE LAPTOP TO BE IMAGED.**
- **UNPACK AND PLUG-IN THE LAPTOP'S AC POWER ADAPTER**
- Plug-in ethernet connection to a Linksys router setup according to the DLRC Gateway Router Initial Install Procedures.

Boot Procedure

- **POWER ON LAPTOP AND PRESS 'F12' DURING THE DELL SPLASH SCREEN TO OPEN THE BOOT MENU.**
- **INSERT LAPTOP IMAGE CD.**
- **SELECT** CD/DVD/CD-RW DRIVE **AS THE BOOT DEVICE AND PRESS 'ENTER'**
- Select **Start Computer with CD-ROM support** and press 'Enter'
-

Image Procedures

- **CLICK 'OK' IN THE ABOUT DIALOG BOX.**
- **CLICK LOCAL… DISK… FROM IMAGE.**
- **CHANGE THE CURRENT DRIVE TO** CD ROM DRIVE **AND SELECT THE IMAGE FILE *.GHO.**
- **CLICK 'OK' IN THE DESTINATION DRIVE SELECTION DIALOG BOX.**
- **CLICK 'OK' IN THE DESTINATION DRIVE DETAILS DIALOG BOX.**
- **CONFIRM OVERWRITE BY CLICKING 'YES'.**
- When the Clone Complete Dialog box appears remove the laptop image CD and click on 'Reset Computer'. The laptop will reboot.

Post-Image Configuration

- **LOGON AS ADMINISTRATOR AND CLICK 'NO' TO NOT RESTART THE COMPUTER.**
- **CHANGE COMPUTER NAME:**
  1. **RIGHT CLICK ON MY COMPUTER AND SELECT PROPERTIES.**
  2. **SELECT THE 'NETWORK IDENTIFICATION' TAB AND CLICK 'PROPERTIES' TO RENAME THE LAPTOP.**
  3. **CHANGE THE COMPUTER NAME TO ONE NOT ALREADY USED IN THAT LAPTOP GROUP ACCORDING TO THE FOLLOWING CONVENTION: *DLRCXWSYY*. WHERE *X* IS THE SYSTEM NUMBER AND *YY* IS THE TWO-DIGIT WORKSTATION NUMBER. CLICK 'OK' TO ACCEPT.**
  4. **CLICK 'OK' IN THE 'NETWORK IDENTIFICATION' DIALOG BOX.**
  5. **CLICK 'OK' IN THE 'SYSTEM PROPERTIES' DIALOG BOX.**
- Click 'Yes' to restart the laptop. The laptop will reboot.

Connectivity Testing

- **LOGON AS ADMINISTRATOR.**
- **CLICK START… RUN… AND TYPE** CMD **AND PRESS 'ENTER'.**
- **TYPE *PING 192.168.1.1* AND PRESS 'ENTER' AT THE COMMAND PROMPT.**

- Confirm that the Router responded to the ping , type *exit* and press 'Enter'

Finishing Up

- **POWER DOWN THE LAPTOP.**
- **AFFIX LAPTOP NAME LABEL ON THE TOP OF CLOSED LAPTOP ABOVE THE WARRANTY INFORMATION STICKER.**
- **RE-PACK LAPTOP AND AC POWER ADAPTER IT IN ITS ORIGINAL BOX AND MARK THE TOP OF THE BOX WITH THE LAPTOP NAME.**
- Laptop Configuration is now complete.

VERIFIED BY _____

SUB-SECTION B: DLRC LAPTOP GATEWAY ROUTER INITIAL INSTALL PROCEDURES

Router ID #_____Transit Case # _____
Name/Date _____

Workstation Configuration

- ❑ CONFIGURE WORKSTATION TO OBTAIN AN IP ADDRESS AUTOMATICALLY THROUGH DHCP.
- ❑ SHUTDOWN WORKSTATION.
- ❑ Ensure that the Workstation is attached to any port of the Router.

Basic Router Configuration

- ❑ PLUG IN THE ROUTER TO POWER IT ON.
- ❑ PRESS & HOLD THE ROUTER'S RESET BUTTON TILL THE RED *DIAG LED* GOES OUT.
- ❑ POWER ON PC.
- ❑ OPEN A WEB BROWSER AND TYPE HTTP://192.168.1.1
- ❑ LOGIN TO ROUTER WITH A BLANK USER NAME AND DEFAULT PASSWORD: ADMIN.
- ❑ CHANGE DEFAULT PASSWORD TO A PASSWORD IDENTIFIED IN LOCAL SITE DOCUMENTATION.
- ❑ APPLY CHANGES AND LOGIN TO ROUTER WITH NEW PASSWORD.
- ❑ CONFIGURE WAN SETTINGS AS SPECIFIED BY THE HOST NETWORK'S ADMINISTRATOR AND APPLY.
- ❑ Router configuration is now complete.

Appendix F: DLRC LMS GUIDES

SECTION 1: DLRC LMS OVERVIEW GUIDE

1.0 INTRODUCTION TO THE DLRC LMS

The DLRC LMS is essentially a compact version of the Master LMS that operates in the garrison environment. There are some minor customizations that have been made to accommodate the unique environment of deployments; however the basic structure is the same. This section outlines the unique features of the DLRC LMS in relation to the Master LMS operated in the garrison environment.

1.1 SYNCHRONIZING DLRC RECORDS

The DLRC is expected to operate in remote areas where adequate reach-back connectivity to the garrison system is not always available. The DLRC LMS is customized to accommodate this environment through the use of store-and-forward capabilities. User progress is recorded locally on the DLRC and when the reach-back connectivity is available, the information is communicated to the Master LMS for processing.

The store-and-forward capability of the DLRC is accomplished through a series of synchronization steps. These steps are operated through the DLRC System Administrators Synch Admin page on the LMS. Each step of the synchronizations perform the critical task of collecting the information on the DLRC, forwarding it up to the Master LMS, and finally pulling down new or updated information from the Master LMS.

The step-by-step process of how to conduct synchronization is detailed in the DLRC SA LMS Users Guide along with detailed explanations of the purposes of each step.

1.2 PROVISIONAL USERS

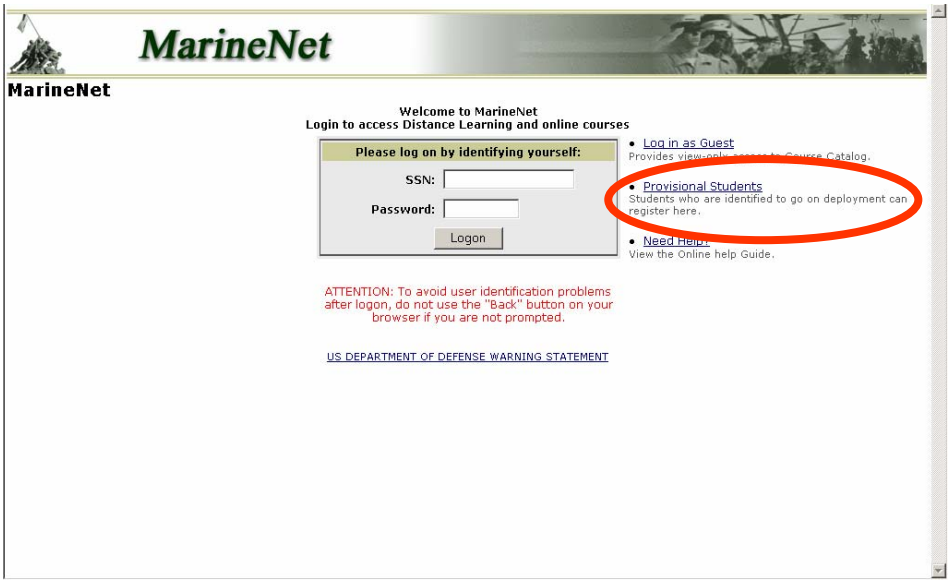
Provisional users are a new concept for the MarineNet LMS. While in a disconnected environment there exists the complication of not being able to authenticate users that are not known to the system. The Master LMS has connectivity to external database such as MCTFS via MCIAIS and DMDC, however the DLRC LMS does not have such access. Users in a deployed environment should not be limited from using the system because of this, therefore the DLRC LMS provides for users to create provisional users. Provisional users are temporary accounts that can be created by the user without an administrator. Provisional users may access all of the content available on the DLRC, however there are some limitations. Users enrolling in MCI course are restricted to the extent that they are prohibited from taking the End-of-Course (EOC) test. Also, provisional user accounts only exist until synchronization is performed to properly

authenticate the user. Once a provisional user is authenticated, the user can take an EOC test.

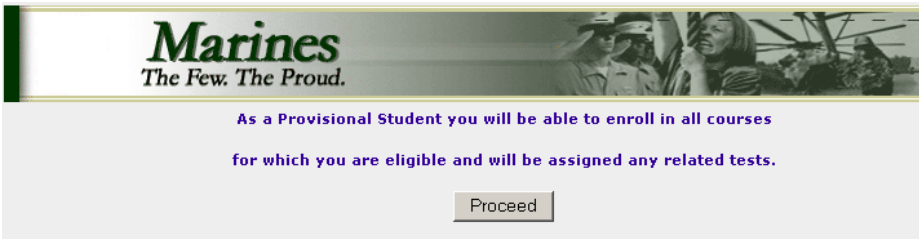
Provisional user accounts are identified uniquely in the DLRC LMS so as to include them in synchronizations with the Master LMS to provide authentication. The purpose of the authentication is to allow the user who has been operating as a provisional user to be upgraded to a real user. The authentication process consists of deleting the user's provisional account and pulling down their real user account from the Master LMS. Their new account will include their entire training profile that is stored in the Master LMS.

Below illustrates the steps for creating a provisional user. The steps for synchronizing a provisional user are contained in the DLRC SA LMS Users Guide.

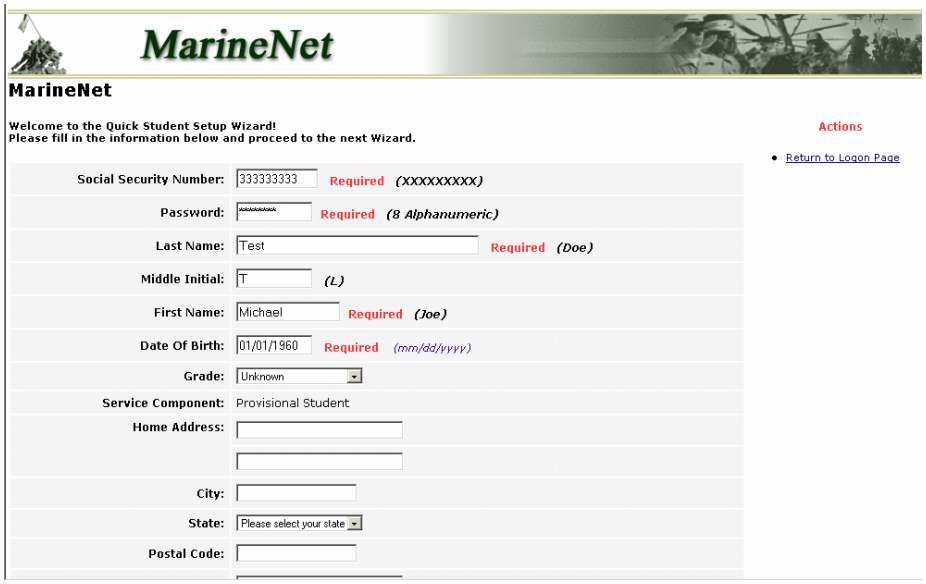
Step 1: Initiate a Provisional User Account

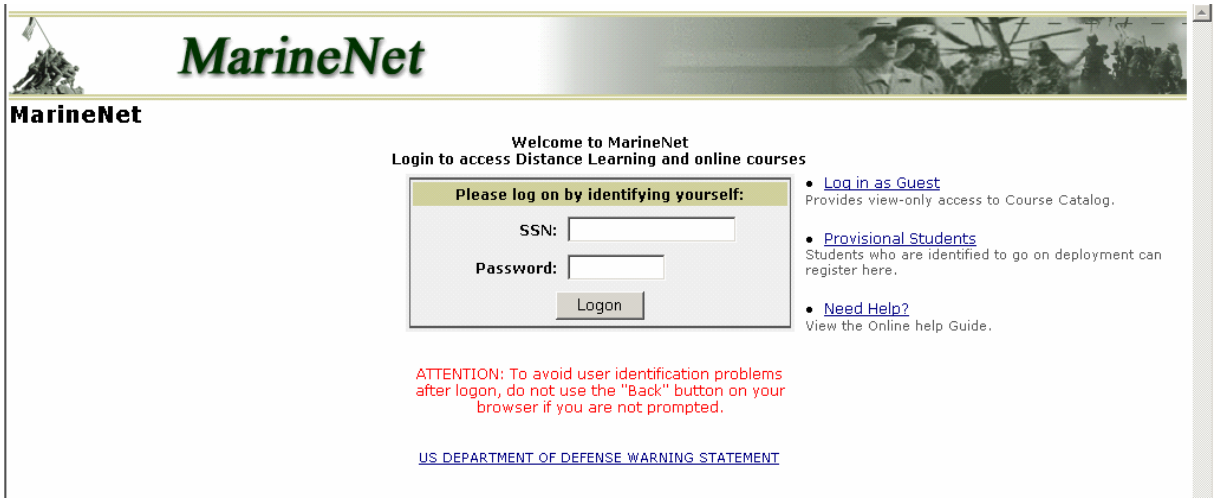


Step 2: Read the Instructions and Click Proceed



Step 3: Fill in the Required Information and Click Proceed





Step 4: Return to the Log on Page and Log on

A provisional user will have access to all web-based courseware on the DLRC.

1.3 USER ROLES AND ACCESS LEVELS

Users in MarineNet can be assigned several different roles, which have different associated privileges. Each user can only be assigned one role. Each user account is also assigned an Access Level, which determines what courseware the user can enroll in.

1.3.1 USER ROLES

MarineNet users can be assigned one of the following roles:

- System Administrator
- Training Manager
- Courseware Manager
- CLS Administrator
- Student

On a DLRC, the roles that will be used most often are the System Administrator, Training Manager, and the Student. Privileges are assigned in a hierarchical manner so that higher roles inherit privileges of a lower role. For example, the System Administrator will have all the privileges of both a Training Manager and a Student.

The SA has the highest level of privileges on the DLRC. Selecting the Administration drop down in the bottom center of the screen can access SA functions. See screen shot.

Below is a brief description of functionality most used by a DLRC **System Administrator**:

- **Role Assignment** - An SA can change the role of a user on the DLRC.
- **Synch Admin** - An SA can run synchronizations between the DLRC and the Master LMS.
- **Enrollment Management** - An SA can review the enrollments and transcripts for all users on the DLRC. An SA can also enroll users in courses.
- **Account Unlock** - An SA can unlock a student's locked account.
- **Proctor Password Search** - An SA can look up the password to an End-of-Course (EOC) test. The SA can then proctor the taking of the EOC test and input the proctor password when prompted.
- **Web Reporting Tool** - An SA can select from a number of stored web reports. Data can also be filtered and sorted, as required.

Below is a brief description of functionality most used by a DLRC **Training Manager**:

- **Enrollment Management** - A TM can review the enrollments and transcripts for all users in his/her RUC. A TM can also enroll users in courses.
- **Account Unlock** - A TM can unlock a student's locked account in his/her RUC.
- **Proctor Password Search** - A TM can look up the password to an End-of-Course (EOC) test. A TM can then proctor the taking of the EOC test and input the proctor password when prompted.
- **Web Reporting Tool** - TM can select from a number of stored web reports. Data can also be filtered and sorted, as required. TMs can only run reports on users who are in their RUC.

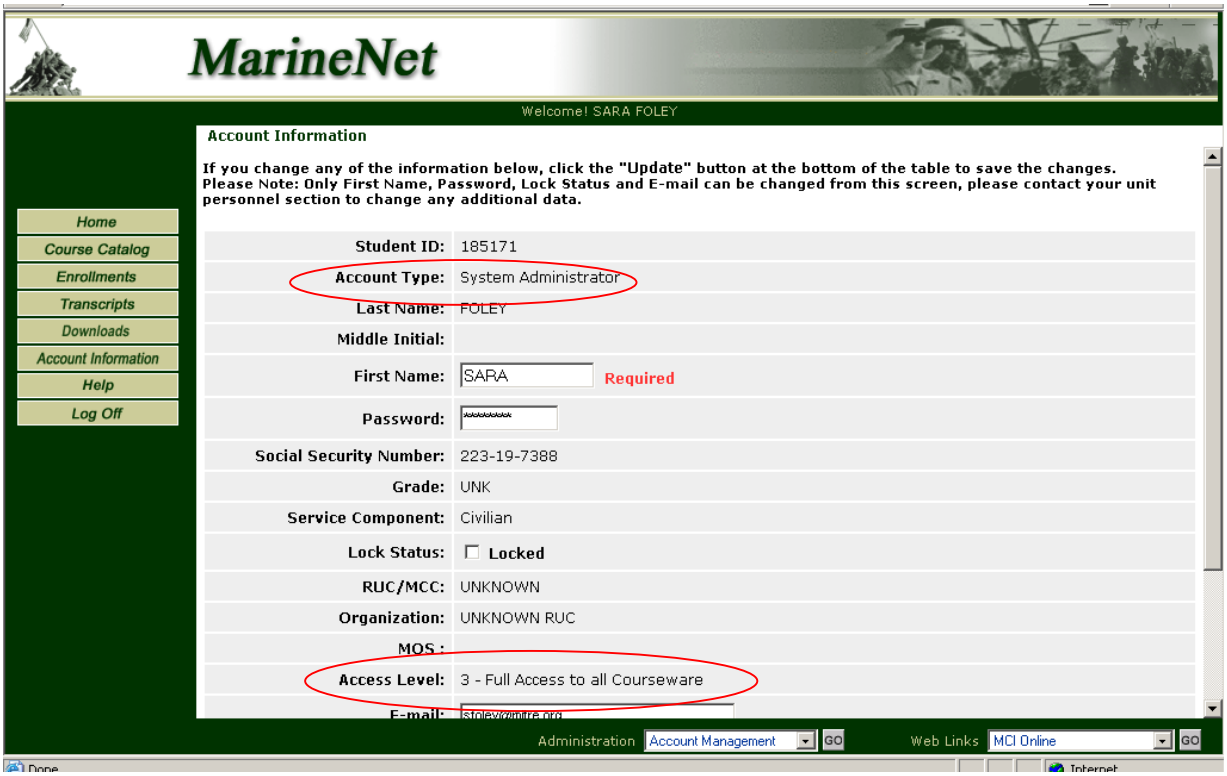
Below is a brief description of functionality most used by a **CLS Administrator**:

- **Account Unlock** - A CLS Administrator can unlock a student's locked account.
- **Proctor Password Search** - A CLS Administrator can look up the password to an End-of-Course (EOC) test. A CLS Administrator can then proctor the taking of the EOC test and input the proctor password when prompted.
- A CLS Administrator is given an Access Level of 2.

A Student account on the DLRC will not see the Administration drop down box (see previous page) and therefore will not have access to any administration functions.

1.3.2 ACCESS LEVELS

Not only is each MarnineNet user assigned a role (SA, TM, Student, etc), each user is assigned an access level. The access level controls what courseware the student can enroll in. The next screen shot displays both the user's role (Account Type) and Access Level.



The table below describes the different access levels, and what kind of courseware can be accessed.

TABLE F-1 ACCESS LEVELS

ACCESS LEVEL	DESCRIPTION	ACCESS PERMISSIONS
3	All Marines	All ACTIVE courseware (web, CD and paper)
2	All other military and provisional students	MCI web-based courses, all other web-based courses
1	All others	Non-MCI web-based courses
0	Selected contractors	No ability to self-enroll

On a DRLC, paper and CD based courses will not be listed in the course catalog, so a DLRC user will never enroll into one of these courses. Regardless of the assigned access level, users will see ALL active courses listed in the course catalog. However the assigned access level will determine which courses can actually be enrolled into.

1.4 ASSIGNING TRAINING MANAGERS AND SYSTEM ADMINISTRATORS ON THE DLRC

Once students are preloaded onto the DLRC TMs and SA must be assigned. The TM and SA accounts will be used to administer the DLRC while deployed including the critical synchronizations to update student progress data with the Master LMS. TM accounts should be assigned to the Training Officer / NCO for each RUC. The TM accounts should not be assigned to an actual student account but rather to RUC/MCC accounts with SSN identified by RUC/MCC. Below illustrates the steps for assigning SA and TM roles.

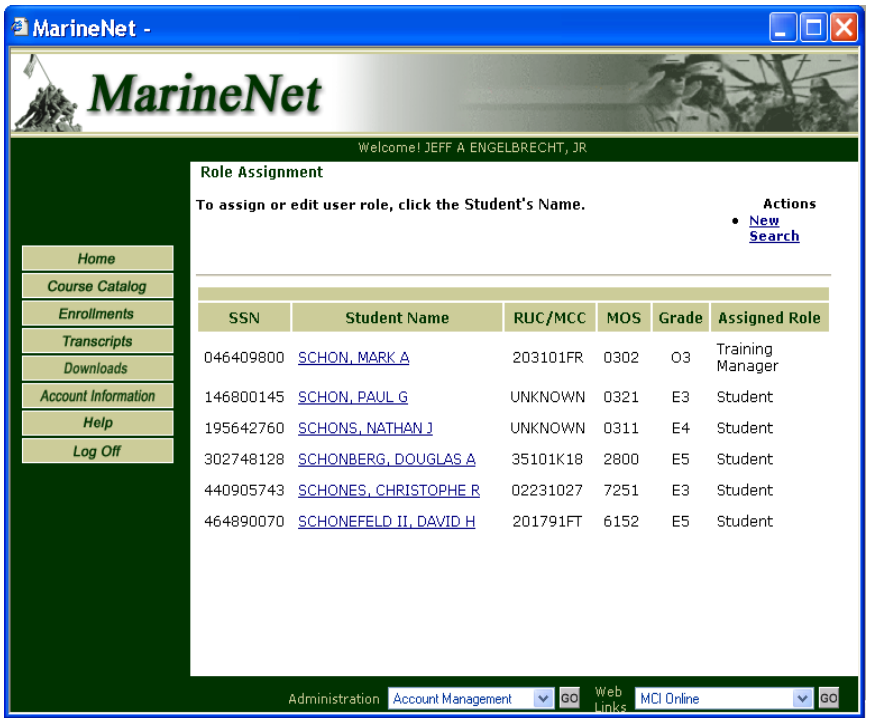
System Administrators can modify a user's role via the Administrator's pull-down menu.

Note: Student accounts should not be assigned the role of Training Managers. Training Manager accounts should be created according to the RUC/MCC for that unit. Assigning a student account with the role of Training Manager creates configuration management problems since the role is not relinquished automatically when the student/user transfers to a different RUC/MCC

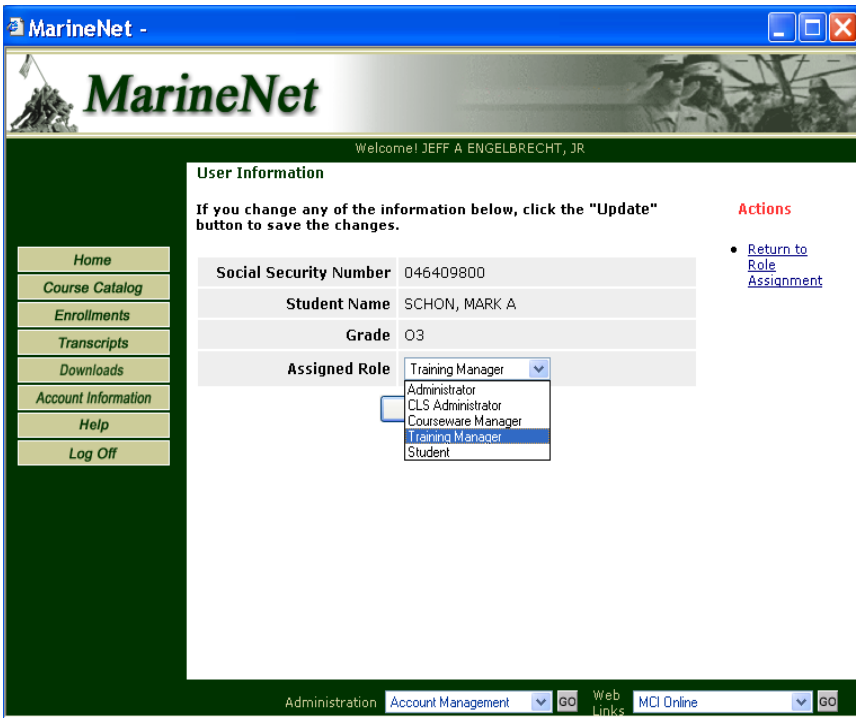
1.4.1 ASSIGNING A ROLE TO A USER ACCOUNT IS A TWO STEP PROCESS.

Step 1: Find the User's Account

Enter search criteria for the user such as SSN or Last Name. Entering nothing into the search criteria will return everyone in the LMS.



The results of the search are displayed in list form. If more records are returned than can fit on the page, then multiple pages will be provided for the SA to page through. Providing detailed information in the search criteria dramatically improves the search process.



Once the user's account is selected, a drop-down box is presented with the available roles displayed. To change the role assigned to that user, simply select the role from the list and then press the update button.

SECTION 2: DLRC LMS SYSTEM ADMINISTRATOR GUIDE

1.0 SYSTEM ADMINISTRATOR INTRODUCTION

When a System Administrator (SA) logs in to MarineNet, the first screen displayed is the MarineNet homepage. An administrative drop down box is available at the bottom center of the screen.

This guide will show a SA how to accomplish the following:

- Role Assignment
- Synchronizing with Master LMS

The SA menu lists numerous other functions that are available; however, the DRLC SA will only be responsible for exercising the functions listed above, plus all functions listed in the Training Managers Guide. The other functions associated with the SA pull-down menu are for DLNOC personnel.

A SA can access these items from the drop down Administration box because their account is assigned the role of 'System Administrator'. To see what role is assigned, select Account Information from the left menu. The next figure identifies the Account Type as System Administrator.

2.0 ROLE ASSIGNMENT

System Administrators can modify a user's role via the Administrator's pull-down menu.

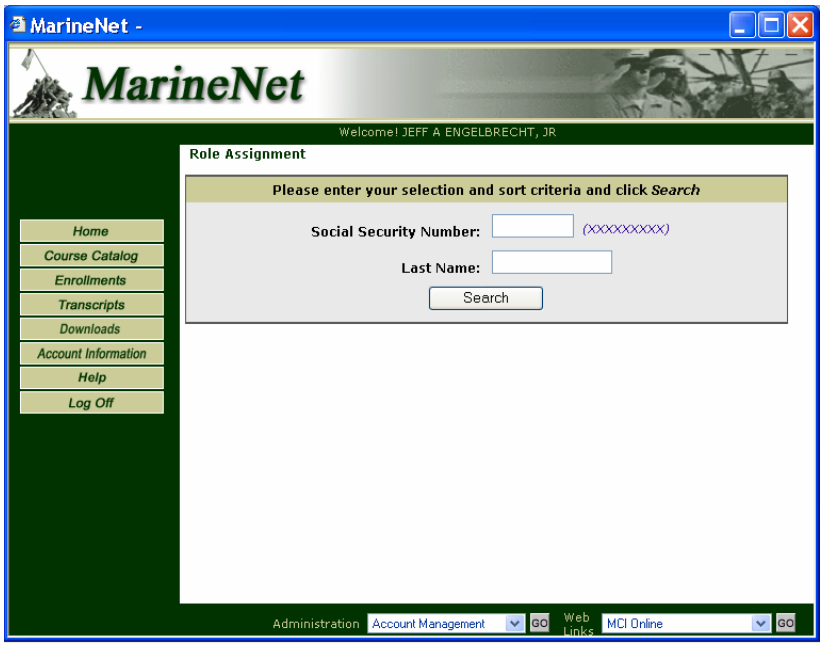
> **Note**: Student accounts should not be assigned the role of Training Managers. Training Manager accounts should be created according to the RUC/MCC for that unit. Assigning a student account with the role of Training Manager creates configuration management problems since the role is not relinquished automatically when the student/user transfers to a different RUC/MCC.

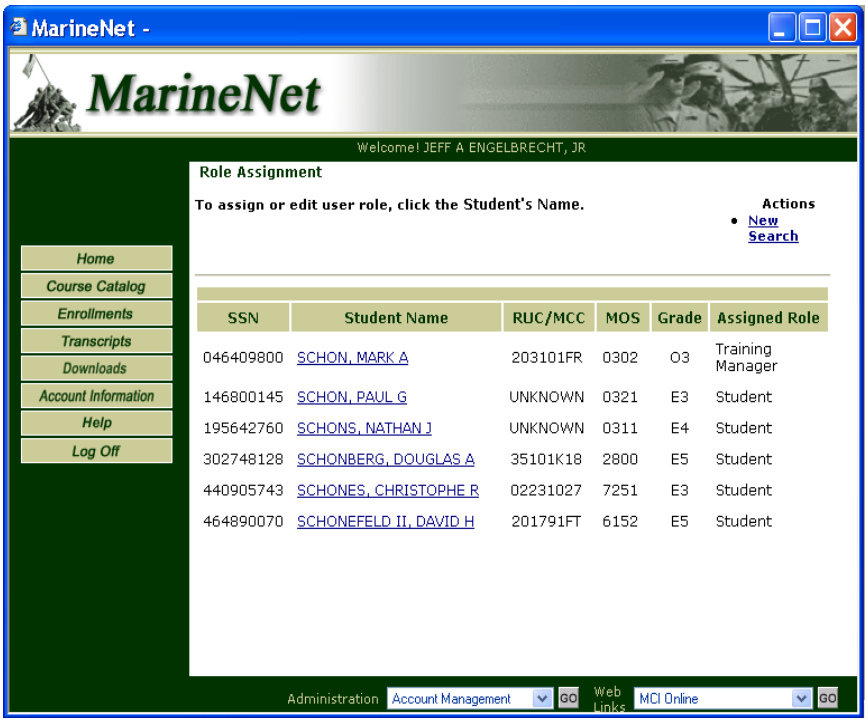
Assigning a role to a user account is a two-step process.

TABLE 2-1

Step 1: Find the User's Account

Enter search criteria for the user such as SSN or Last Name. Entering nothing into the search criteria will return everyone in the LMS.





The results of the search are displayed in list form. If more records are returned than can fit on the page, then multiple pages will be provided for the SA to page through. Providing detailed information in the search criteria dramatically improves the search process.

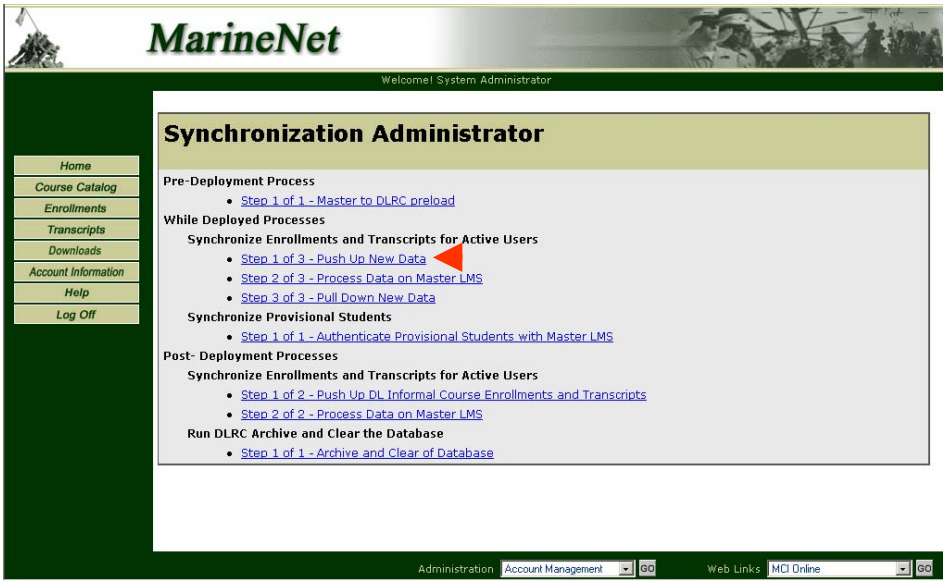
Once the user's account is selected, a drop-down box is presented with the available roles displayed. To change the role assigned to that user, simply select the role from the list and then press the update button.

3.0 DLRC SYNCHRONIZING WITH MASTER LMS

The DLRC SA account is the only one that can access the Synchronization Administrator page that initiates all synchronizations between the DLRC and the Master LMS at DLNOC. While the DLRC is on the ship, Marines will be logging in and taking courses, and tests, with no connectivity to the Master system. Occasionally, this DLRC data will need to be communicated up to the Master system to update a student's profile. The most important data that will need to be passed will be any records that are provisional, including enrollments, completions, or provisional student records. The need exists to get this data synched with the master as soon as possible to get it validated and back to the DLRC. Basically, the process queries the DLRC for all provisional students, new enrollments, transcripts, and test records for DL Formal courses, and sends them up to the Master for processing.

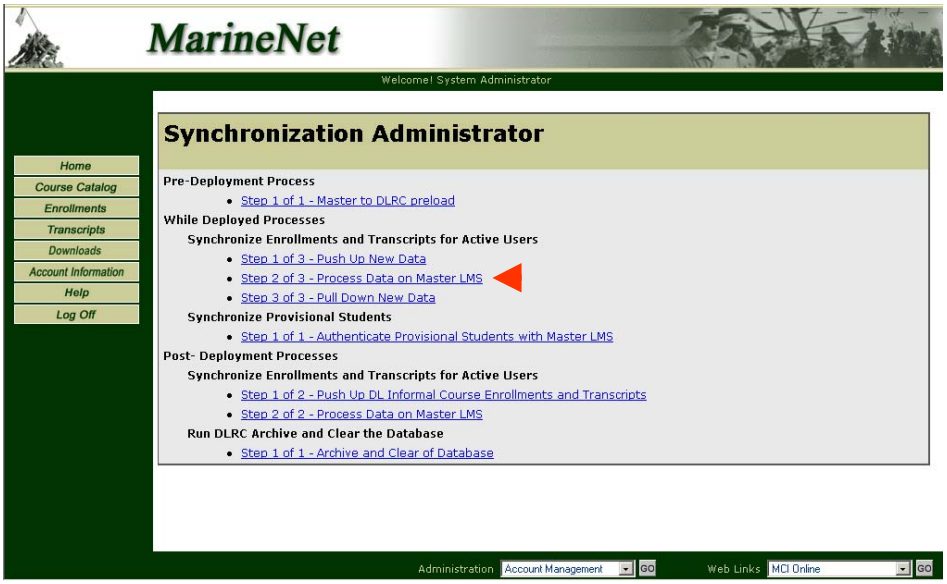
Step 1: Login as a System Administrator and Access Synch Admin from the Administrator Drop-down-list

Step 2: Run Step 1 for Synchronize Enrollments and Transcripts for Active Users



This process pushes up provisional enrollments and transcripts for DL Formal courses for active DLRC students that have logged on to the system

Step 3: Run Step 2 for Synchronize Enrollments and Transcripts for Active Users



This step processes data from step 1 by inserting it into the Master LMS database. Note: The Master LMS may take up to 24 hours to process the records.

Step 4: Run Step 3 for Synchronize Enrollments and Transcripts for Active Users

This step pulls down all new student records for active DLRC students.

Step 5: Synchronize Provisional Students

This process pulls down all student records for DLRC provisional users

found on the Master LMS. DLRC provisional users not immediately found on the Master LMS are recorded on the Master LMS to be authenticated by external systems on a scheduled basis.

4.0 OTHER SYSTEM ADMINISTRATOR FUNCTIONS

A System Administrator can also perform all of the functions associated with the Training Manager. Common TM functions that will be used on a DRLC include:

- Enrollment Management
- Account Unlocking
- Proctor Password Search
- Web Reporting

When a TM performs any of these functions, the results only query users in his/her RUC. When a System Administrator performs any of these functions, all the users on the LMS are queried.

Guidance on how to use the above functions is included in the DLRC TM LMS Users Guide.

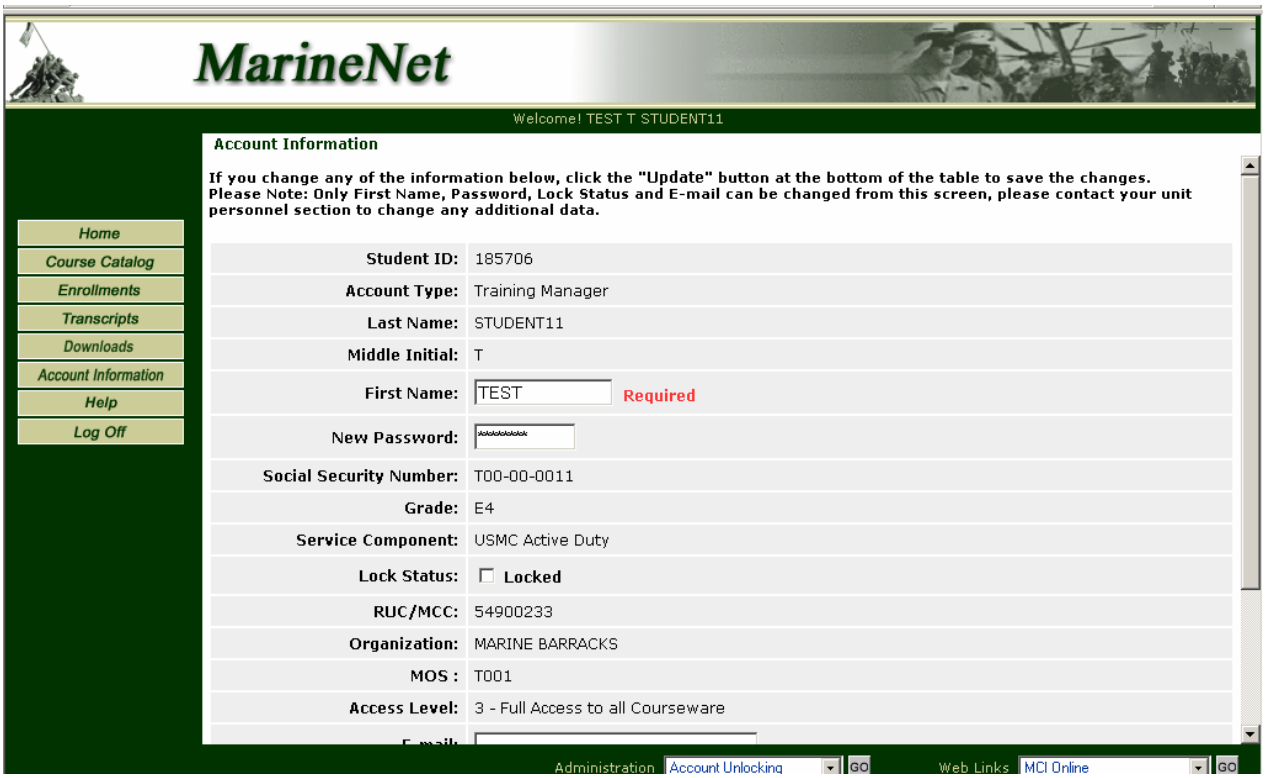
SECTION 3: DLRC LMS TRAINING MANAGER (TM) GUIDE

When a Training Manager (TM) logs in to MarineNet, the first screen displayed is the MarineNet homepage. An administrative drop down box is available at the bottom center of the screen.

This guide will show a TM how to accomplish the following:

- Enrollment Management
- Account Unlocking
- Proctor Password Search
- Web Reporting

A TM can access these items from the drop down Administration box because their account is assigned the role of 'Training Manager'. To see what role is assigned, select Account Information from the left menu. The next figure identifies the Account Type as Training Manager.



From the Account Information screen, a user can also change their password, change their first name, and set an e-mail address.

Help is also accessible from the left menu. Help focuses on providing help for basic student functions. Help does not provide information on System Administrator or Training Manager specific functions.

1.0 TM ENROLLMENT MANAGEMENT

1.1 ISSUE

TMs will be provided the ability to review the enrollments and transcripts of all users (within their units) from within MarineNet. TMs will be provided the capability of selecting the function from the Administrative Pull-down list on the bottom of MarineNet.

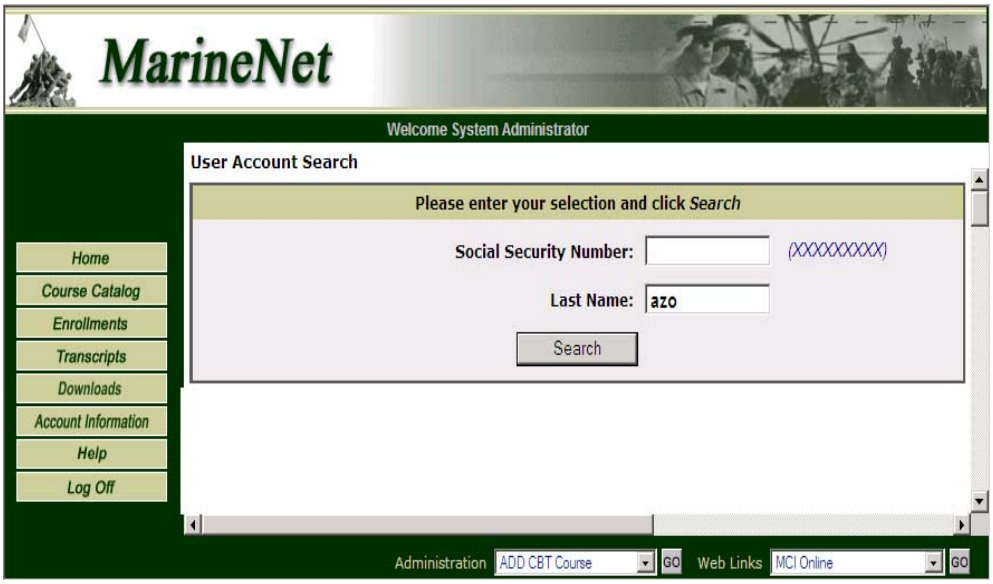
1.1.1 PROCESS STEPS/INTERFACE DESIGN:

Training Managers will be provided the ability to review the enrollments and transcripts for all employees (within their units) within MarineNet.

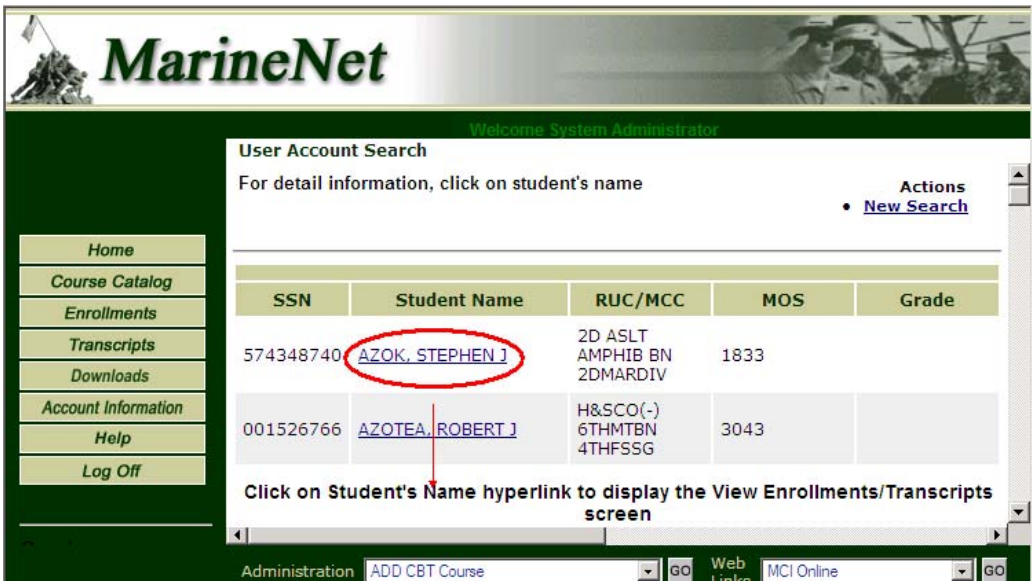
Following are the steps required for TM to review the enrollments and transcripts of all employees (within their units):

- Login as TM to MarineNet.
- Select “Enrollment Mgmt” from the Administrator Pull-down list (see the screen shot) :

- Click on “Go” button next to the Administrator Pull-down list.
- Search screen will be displayed with the following criteria
- Social Security Number
- Last Name



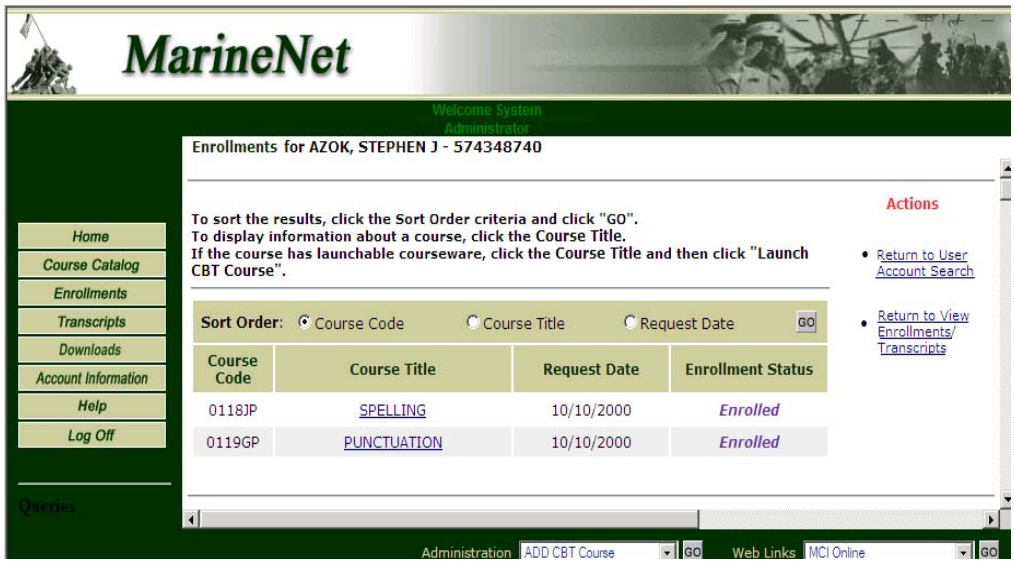
- Enter the required criteria and click on the “Search” button.
- SSN will be displayed as a masked field.
- If there are no search criteria, search will display all the students’ information.
- Search criteria provided will be case insensitive.
- Search will result in list of employee accounts that fulfill the criteria (see the screen shot) :



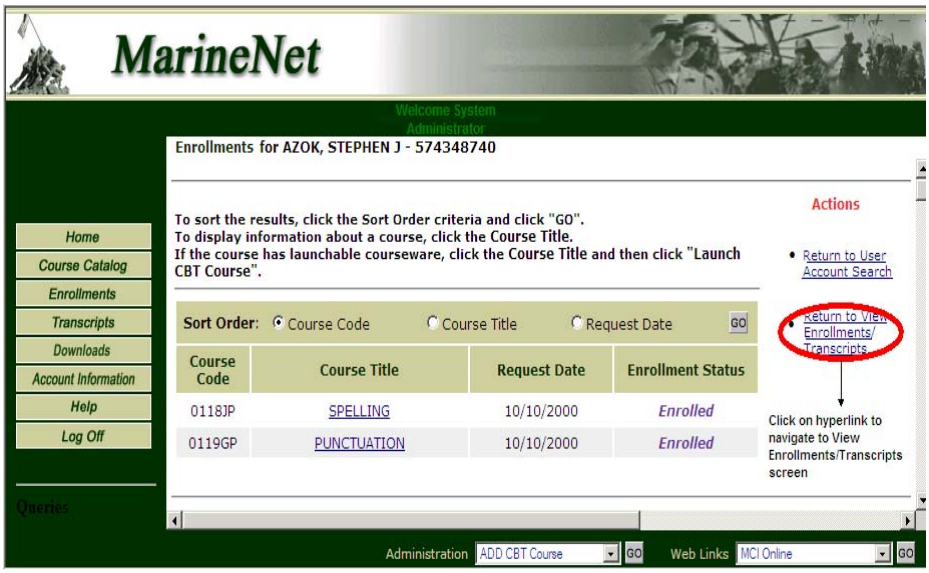
- Click on the Student's Name hyperlink to get the View Enrollments/Transcripts screen.
- View Enrollments/Transcripts screen will display the following items (see the screen shots):
- View Enrollments
- View Transcripts
- Enroll in a course

- Click on View Enrollments option to get the View Enrollments Screen (see the screen shot).

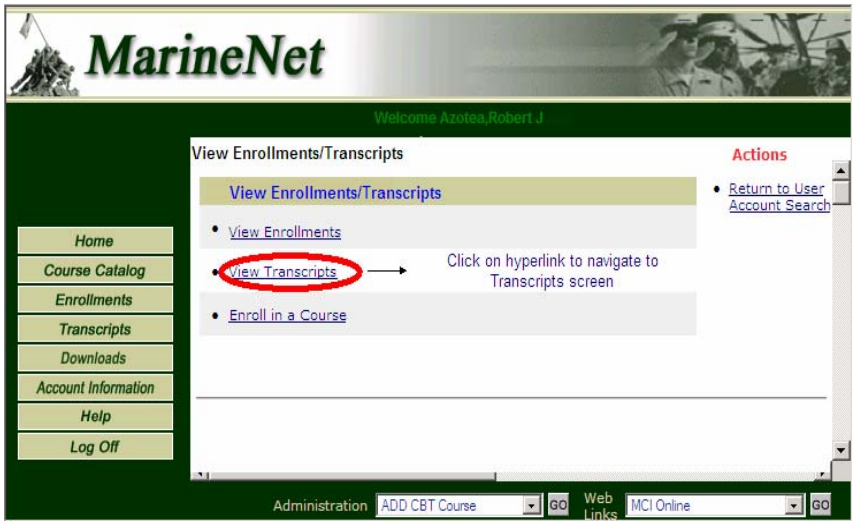
- View Enrollments screen will display the following columns (see the screen shot):
    - Course code
    - Course title
    - Request date
    - Enrollment status



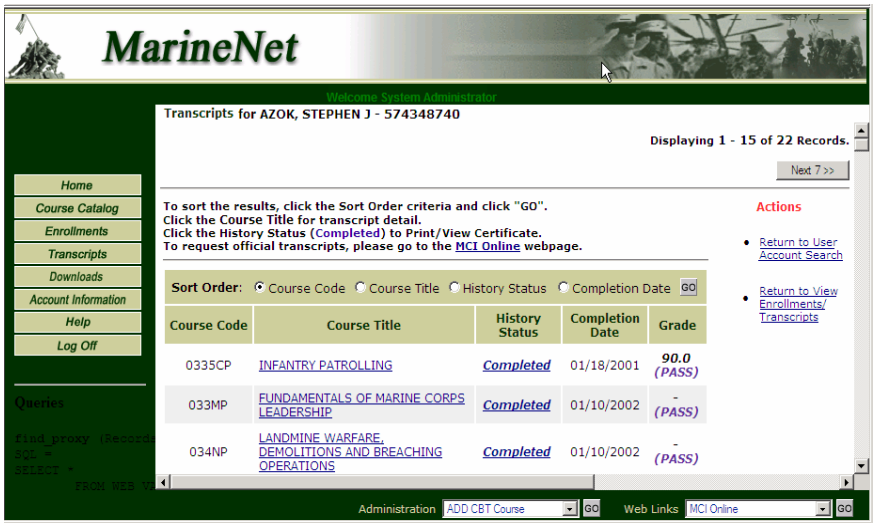
- Click on “Return to View Enrollments/ Transcripts” hyperlink to get the View Enrollments/Transcripts screen (see the screen shot)



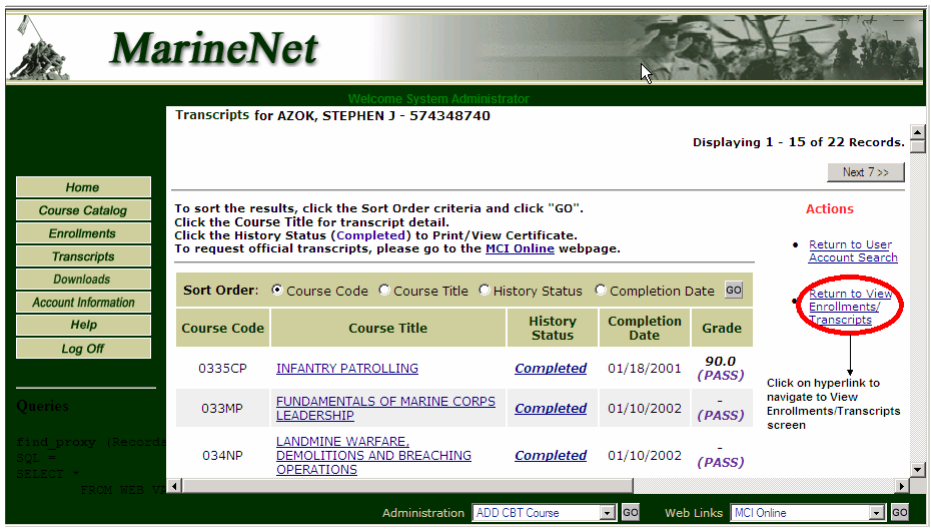
- Click on View Transcripts option to get the View Transcripts Screen (see the screen shot):



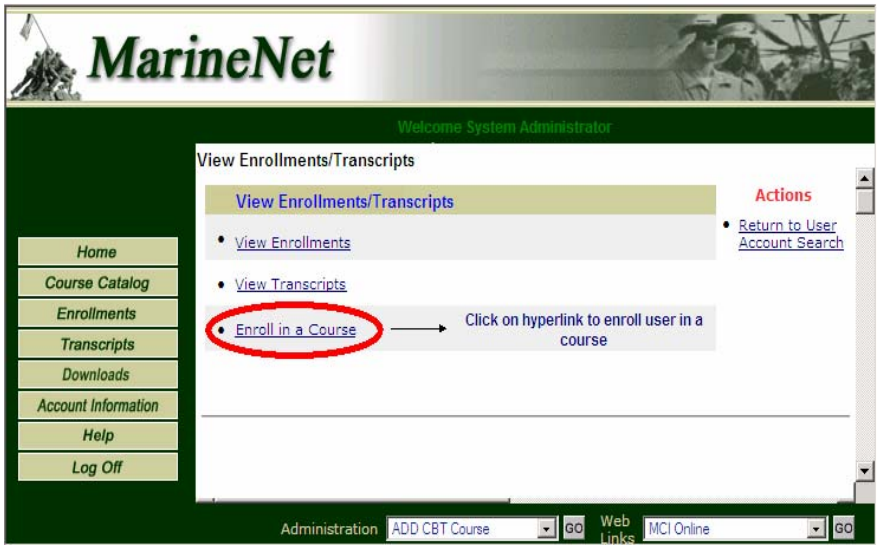
- View Transcripts screen will display the following columns (see the screen shot) :
  - Course code
  - Course title
  - History status
  - Completion date
  - Grade



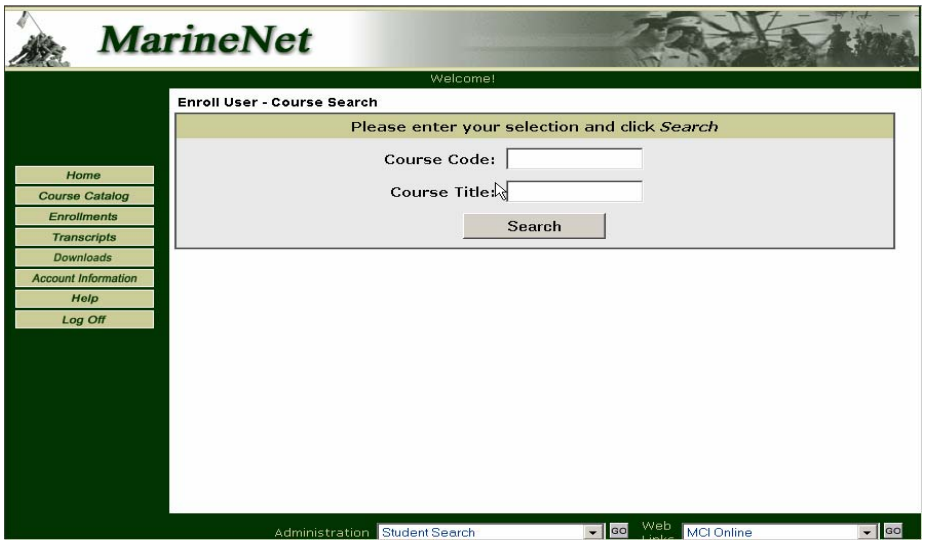
- Click on "Return to View Enrollments/Transcripts" hyperlink to get the View Enrollments/Transcripts screen (see the screen shot)



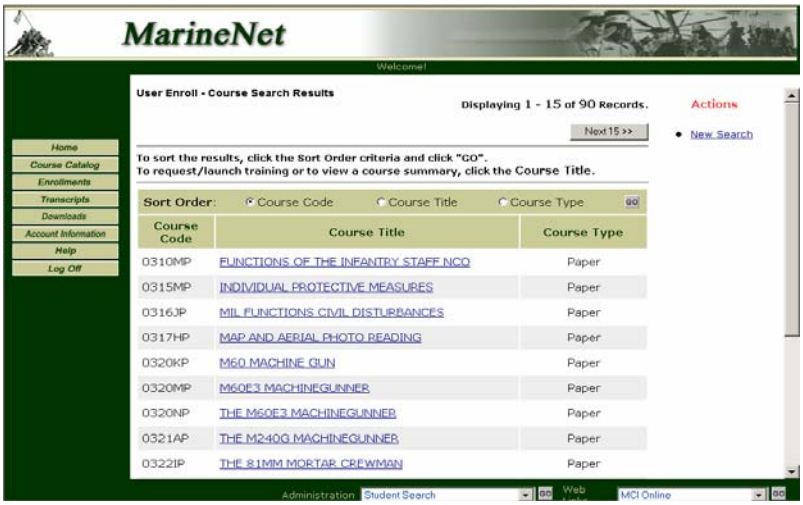
- Click on Enroll employee to get the Enroll employee– Course Search screen (see the screen shot):



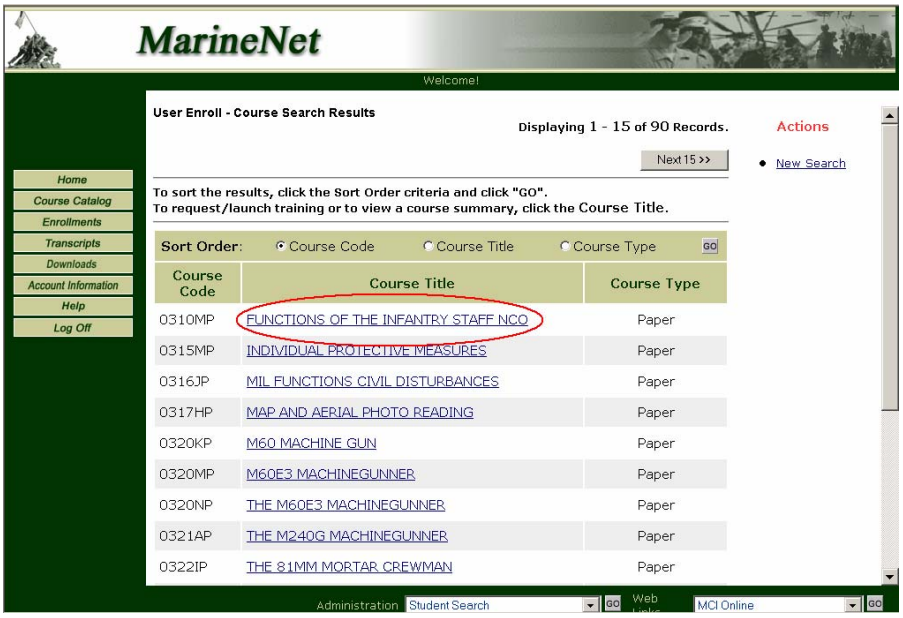
- Search screen will be display the following criteria (see the screen shot) :
  - Course Number
  - Course Name/title



- Enter the required criteria and click on the “Search” button.
- Search will result in list of Course titles that fulfill the criteria.

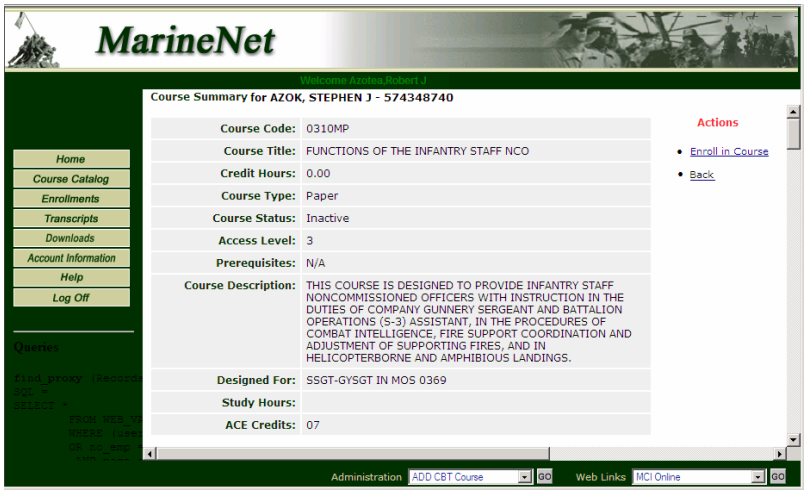


- Click on the Course Name/Title hyperlink to get the Employee Enroll screen (See the screen shot):

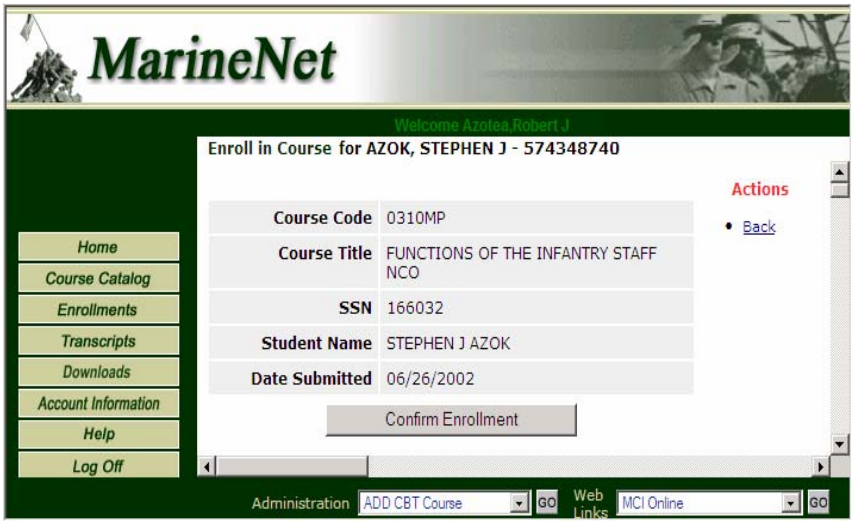


- The Employee Enrollment screen will display the following details (see the screen shot):
  - I. Course summary Information :
    - o Course code
    - o Course title
    - o Credit hours
    - o Course status
    - o Access level
    - o Prerequisites
    - o Course description
    - o Designed for
    - o Study hours
    - o Ace credits
  - II. Actions
    - o Enroll in course
    - o Return to Course Summary screen

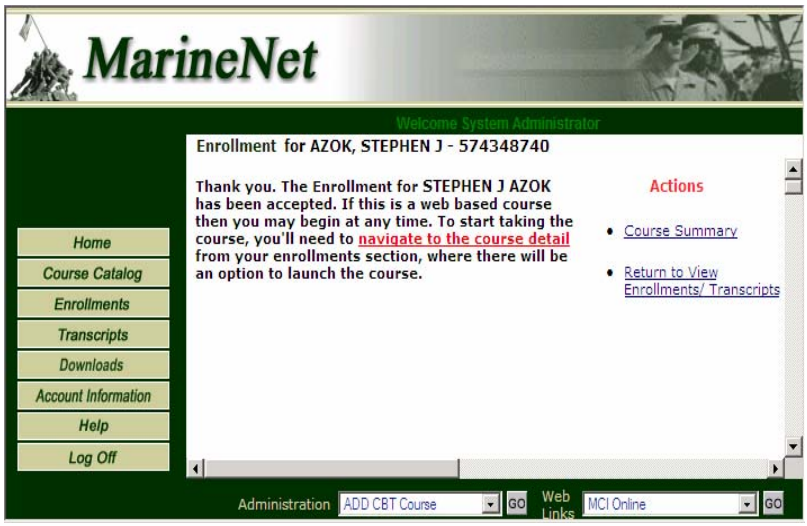
o In Actions, click on “Enroll in course” to enroll the employee in the course selected.



- A confirmation screen will be displayed as seen in the screen shot below.



- A message will be displayed to the user after enrollment is complete (see the screen shot):



- Click on “Return to View Enrollments/ Transcripts” to go to “View Enrollments/Transcripts Screen”

- Click on “Course Summary to enter new search criteria for the courses.

2.0 TM ACCOUNT UNLOCK

ISSUE:

TMs will be provided the ability to unlock user accounts from their unit from TSOnline interface. TMs will be provided the capability of selecting the function from the Administrator Pull-down list on the bottom of MarienNet. The TM shall be provided the ability to search user accounts from their unit by SSN or last name and unlock the account.

PROCESS STEPS/INTERFACE DESIGN:

Training Managers will be provided the ability to unlock the user accounts (within their unit) from within MarineNet. TM will search the user account from their unit or organization either by SSN or last name and unlock the account.

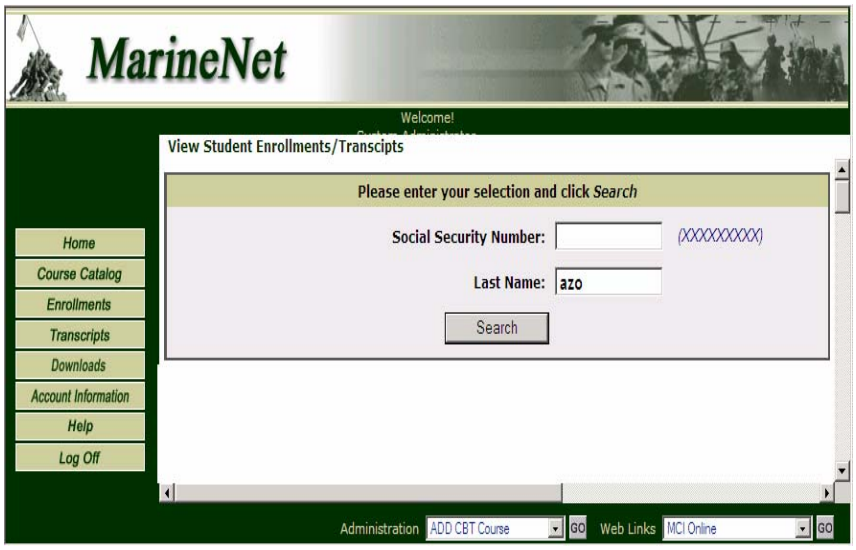
Following are the steps required to unlock the user account:

- Login as TM to MarineNet
- Select “Account Unlocking” from the Administrator Pull-down list (see screen shot provided below) :

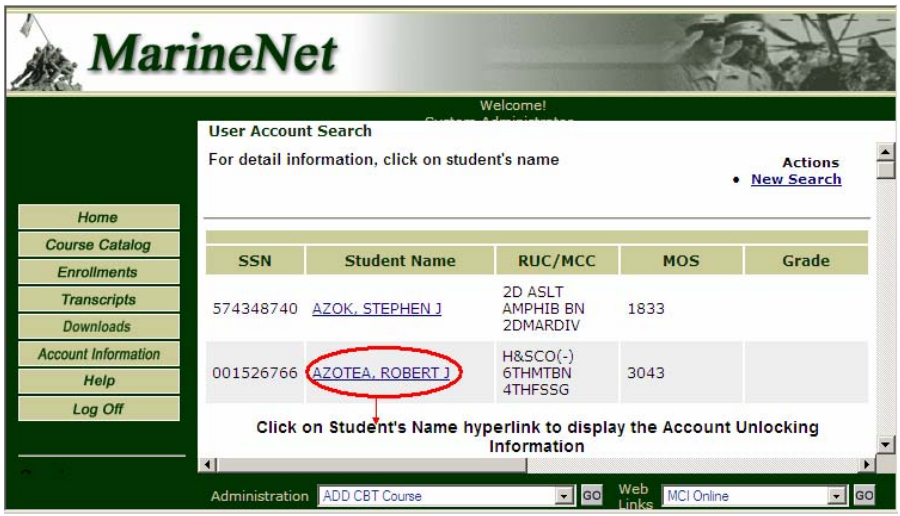
- Click on “Go” button next to the Administrator Pull-down list.

- Search screen will be displayed with the following criteria

- Social Security Number
- Last Name

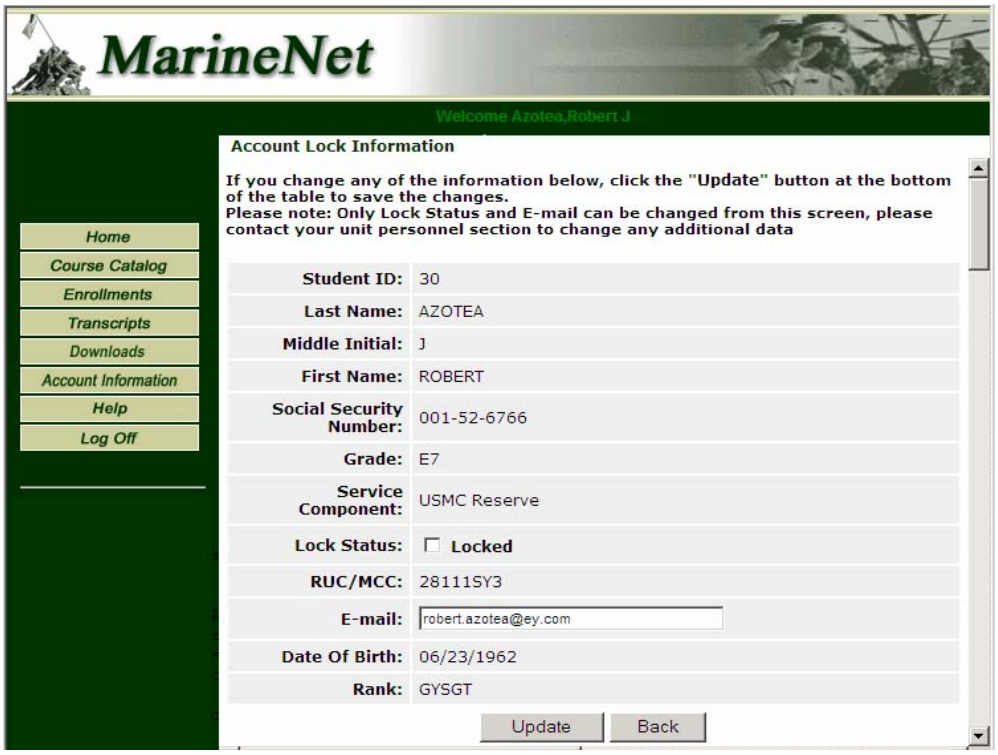


- SSN will be displayed as a masked field.
- Enter the required criteria and click on the “Search” button.
- If there are no search criteria, search will display all the students’ information.
- Search criteria provided will be case insensitive.
- Search will result in list of user accounts from their unit that fulfill the criteria (see the screen shot) :



- For detail information on any user, click on the student’s name hyperlink.

- Account unlock information screen will be displayed with the following details (see the screen shot) :
  - Student Id
  - Last Name
  - Middle Initial
  - First Name
  - Social Security Number
  - Grade
  - Service Component
  - Lock Status
  - RUCC/MUCC
  - Email
  - Date of Birth
  - Rank



- Only Lock status and E-mail can be changed from the Account Lock Information screen, the TM cannot change any other details.
- After changing the Account Lock Status, click on the “Update” button. Account Lock Status Information will be saved to the database and the account is unlocked.
- Click on “Back” button to navigate to user account search results screen.

3.0 TM PROCTOR PASSWORD SEARCH

ISSUE:

TMs will be provided the ability to query to find the password for a test by searching by a course number or course name/title.

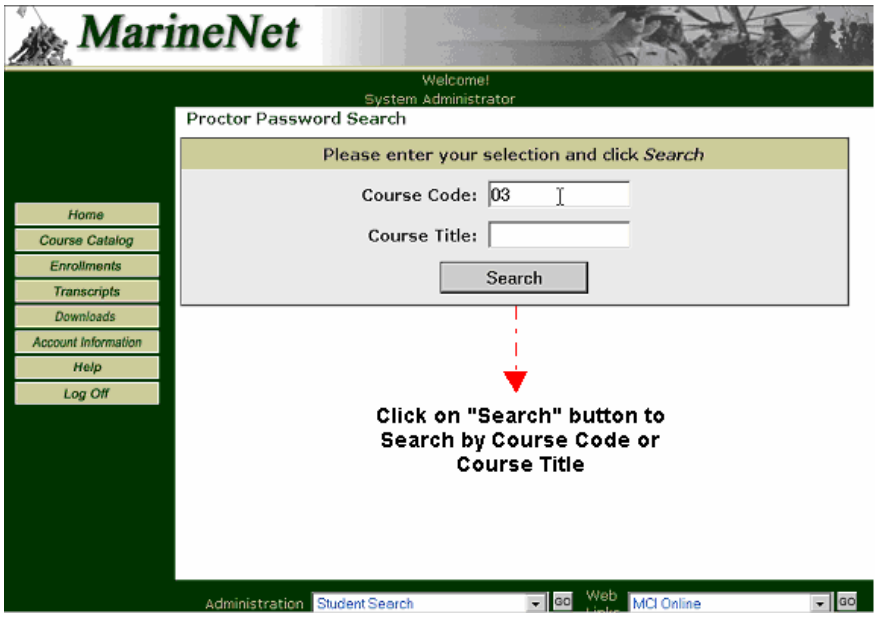
PROCESS STEPS/INTERFACE DESIGN:

Training Managers will be provided the ability to find the password for a test associated to a course. The TM will be provided with a search ability either by course code or course name/title.

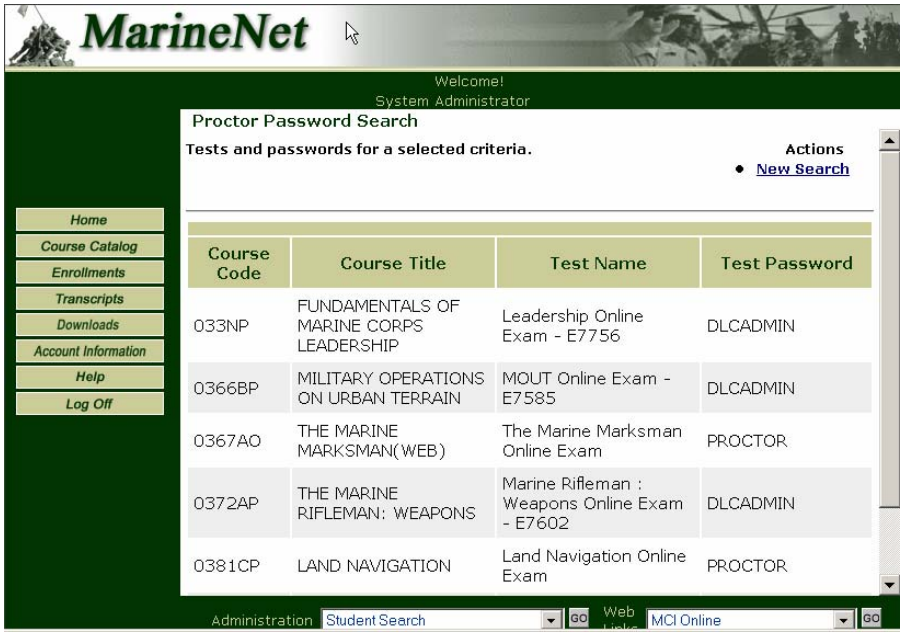
Following are the steps required for the TM to query the passwords associated with a course:

- Login as TM to MarineNet.
- Select “Proctor Password Search” from the Administrator Pull-down list (see screen shot provided below):

- Click on “Go” button next to the Administrator Pull-down list.
- Search screen will be displayed with the following criteria (see the screen shot provided below):
    - Course Number
    - Course Name/Title



- Enter the required criteria and click on the “Search” button.
- If there is no input, the search will display information on all tests.
- Search on Course Name/Title will display all the courses containing the search string.
- Search inputs will be case insensitive.



- Proctor Password screen will be displayed with the following fields:
  - Course Code
  - Course Title
  - Test Name
  - Test Password
- If the user wants to search, based on different criteria, click on “New Search” under “Actions” to show the Proctor Password Search Screen again.

4.0 TM WEB REPORTING TOOL

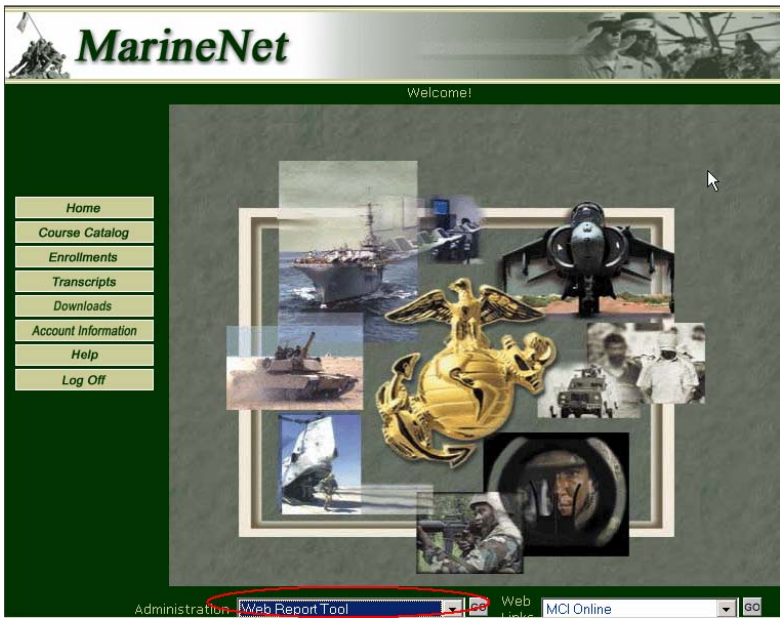
ISSUE:

TMs will have the ability to generate preformatted reports for the students within their RUC/MCC (organization) from within MarineNet. TMs shall be provided the capability of selecting the Reports function from the Administrator Pull-down List on the bottom of MarineNet. Once a report is selected, the user will be provided a filter/search page allowing the user to isolate particular users or courses.

PROCESS STEPS/INTERFACE DESIGN:

Following are the steps required to access the Web Report Tool from MarineNet

- Login as TM to MarineNet
- Select “Web Report Tool” from the Administration Pull-down list.



- The “Web Report Tool” screen will be displayed (see the screen shot):

- The user can select the required report from the ‘Select Report’ list.

Following Reports will be will be displayed in the Reports list:

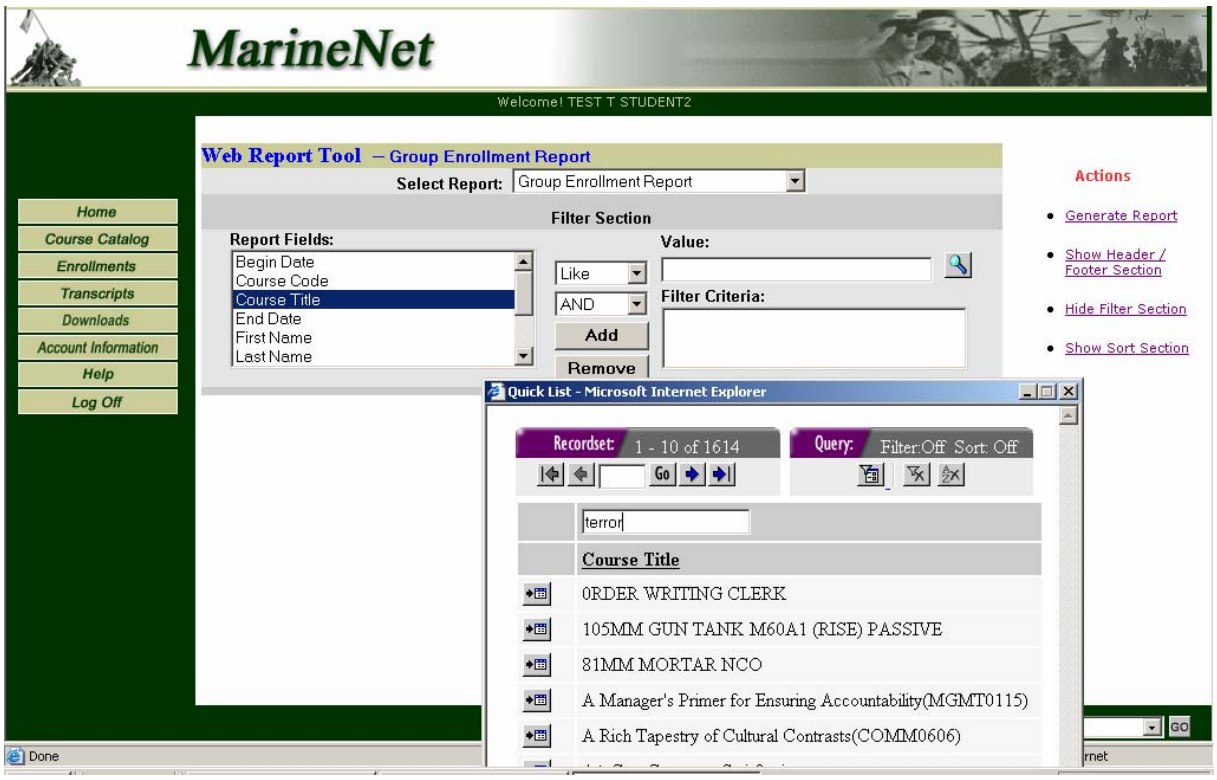
- Custom Report - Enrollments
- Custom Report - Transcripts
- Group Disenrollment Report
- Group Completion Report
- Group Enrollment Report
- Individual Enrollment Report

Once a report is selected from the drop-down menu, the report can be run with default parameters by selecting Generate Report. Reports can be further customized by modifying the Header/Footer Section, applying filters in the Filter Section, or changing the sort order. Clicking the links under Actions on the right side of the screen displays the following:

To run a Group Enrollment Report displaying only students who have enrolled in Terrorism Report, complete the following steps:

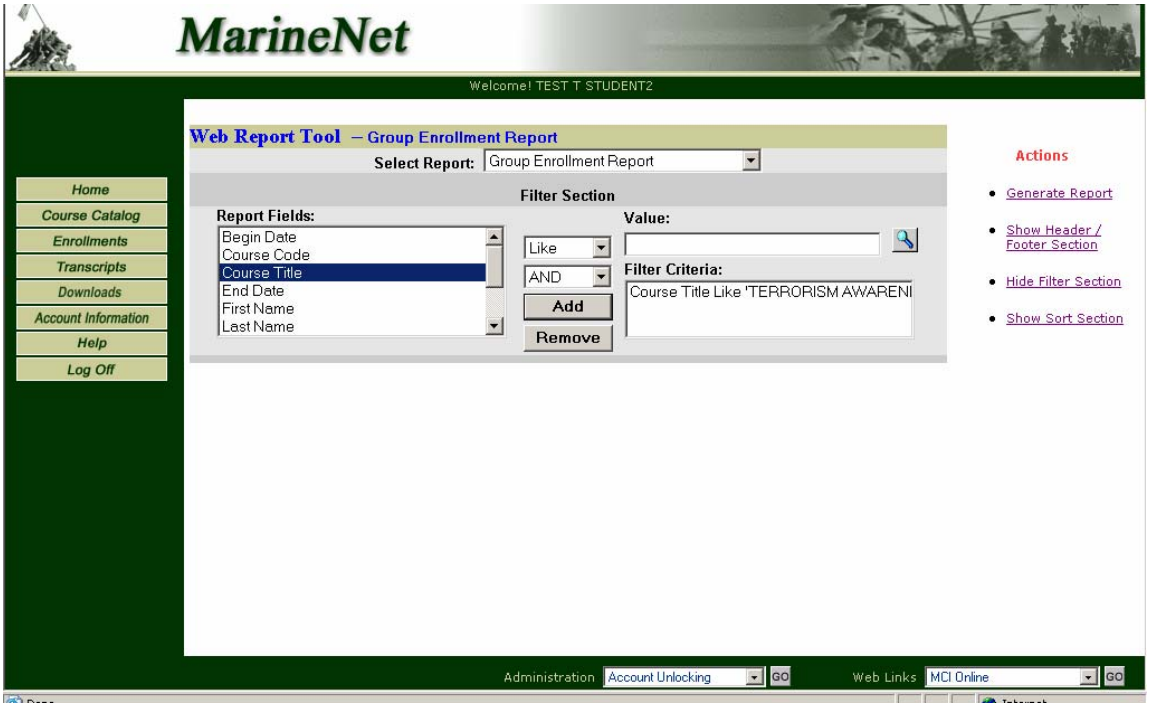
- Select 'Group Enrollment Report' from the drop down menu and display the display the Filter Section.
- In the Report Fields, select 'Course Title'
- Select 'Like' from the Filter drop down
- Select the magnifying glass next to Value

See screen shot:

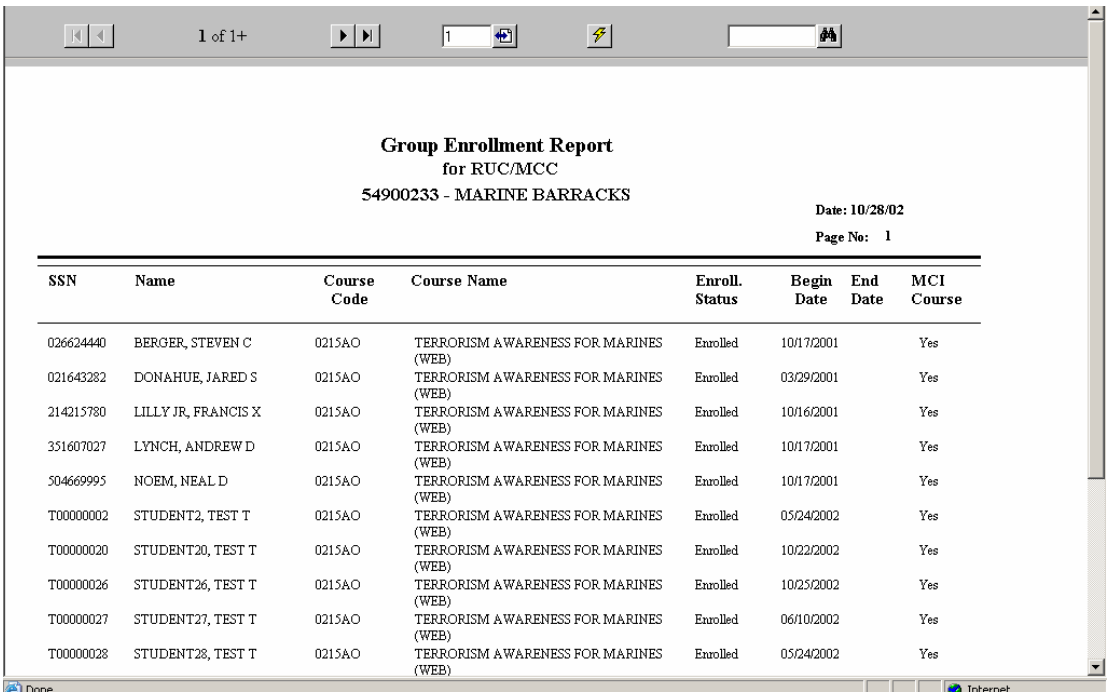


- Search on the word 'terror' to find courses that start with this word.
- Select the appropriate course and accept results
- Select 'Add' to fill in Filter Criteria

See screen shot:



At this point, select 'Generate Report' to run the Group Enrollment Report with the included Filter criteria. A report will be returned that is similar to the screen shot below:



Group Enrollment Report
for RUC/MCC
54900233 - MARINE BARRACKS

Date: 10/28/02
Page No: 1

SSN	Name	Course Code	Course Name	Enroll. Status	Begin Date	End Date	MCI Course
026624440	BERGER, STEVEN C	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/17/2001		Yes
021643282	DONAHUE, JARED S	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	03/29/2001		Yes
214215780	LILLY JR, FRANCIS X	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/16/2001		Yes
351607027	LYNCH, ANDREW D	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/17/2001		Yes
504669995	NOEM, NEAL D	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/17/2001		Yes
T00000002	STUDENT2, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	05/24/2002		Yes
T00000020	STUDENT20, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/22/2002		Yes
T00000026	STUDENT26, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	10/25/2002		Yes
T00000027	STUDENT27, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	06/10/2002		Yes
T00000028	STUDENT28, TEST T	0215AO	TERRORISM AWARENESS FOR MARINES (WEB)	Enrolled	05/24/2002		Yes

TMs can page through the results by clicking on the right arrow at the top of the screen.
Similar filters can be applied to any of the web reports. Keep in mind that TMs can only report on users who are in their RUCs. Only a System Administrator can run reports on all student accounts on the LMS.

Appendix G: FORMS

CHANGE INITIATION AND SUBMITTAL

Any program participant may propose a change to a MCDLP system. Proposed changes considered for implementation are limited to those that are necessary or offer significant benefits. Necessary or beneficial changes include the following:

- Correction to performance or design deficiencies.
- Improve the system or equipment, or implement significant technological advancements.
- Correction to workmanship and material deficiencies.
- Effect substantial life cycle cost savings.
- Prevent the project schedule from stopping or slipping.
- Resolve non-availability of parts, components, and logistics support.

MCDLP CONFIGURATION MANAGEMENT FEEDBACK SHEET

The Configuration Management Feedback Sheet is the preferred form to submit proposed changes. See Table G-1. Proposed changes shall be forwarded to the following address:

Distance Learning Center
Attn: Technology Section (C468)
Training and Education Command
Marine Corps Combat Development Command
2006 Hawkins Avenue
Quantico, VA. 22134-5001
Email: dlctech@tecom.usmc.mil

TABLE G-1 CONFIGURATION MANAGEMENT FEEDBACK SHEET

MARINE CORPS DL CM FEEDBACK SHEET		
1. Originator's Name and Address	Date of Report: Report Number:	
PROBLEM		
2a. Description of Problem	☐	Proposed
	☐	Configuration
	☐	Change
	☐	Discrepancy
2b. Lowest Assembly Affected		

2c. Effect on System/Equipment Operation
2d. Effect on Associated System(s)/Equipment
2e. Effect on Production Delivery Schedule
SOLUTION
3a. Description of Solution
3b. Impact on System/Equipment Operation
3c. Added Work (Include Retest)
3d. Deleted Work (Include Work Already Performed)
3e. Interface with other Systems/Equipment and Activities
OTHER CONSIDERATIONS
4a. Estimated Cost Savings (If Known)
4b. Logistics Supportability and Material Availability Problems
APPROVAL

5a. Submitting Activity Signature	5b. Title
5c. Using Unit Recommendation	
Forwarded Recommending Approval ☐ Disapproved ☐	Date: _____
5d. User Representative Recommendation	
Forwarded Recommending Approval ☐ Disapproved ☐	Date: _____
5e. CCWG Recommendation	
Recommend Approval ☐ Recommend Disapproval ☐	Date: _____
5f. CCB Approval/Disapproval	
Approved ☐ Disapproved ☐	Date: _____

Requisition and Invoice / Shipping document DD Form 1149

When DLRC equipment is fielded, a DD Form 1149 will be completed, transferring control of the equipment to the target site.

The target site will also use a DD Form 1149 to establish a chain of custody with the deploying Marines who will use the DLRC assets. The DD Form 1149 is shown here.

TABLE G-2 DD FORM 1149

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2

1. FROM: *(Include ZIP Code)*	SHEET NO. 1	NO. OF SHEETS 2	5. REQUISITION DATE	6. REQUISITION NUMBER
	7. DATE MATERIAL REQUIRED *(YYMMDD)*			8. PRIORITY
2. TO: *(Include ZIP Code)*	9. AUTHORITY OR PURPOSE			
	10. SIGNATURE			11a. VOUCHER NUMBER & DATE *(YYMMDD)*
3. SHIP TO - MARK FOR:	12. DATE SHIPPED *(YYMMDD)*			b.
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NUMBER			

4. APPROPRIATIONS SYMBOL AND SUBHEAD	OBJECT CLASS	EXPENDITURE ACCOUNT *(from)*	*(to)*	CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
	PLEASE SIGN, DATE AND RETURN COPY TO ADDRESS IN ITEM 1 ABOVE OR FAX TO _____. SIGNATURE_____ DATE_____							

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18.	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19.	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE *(YYMMDD)*	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE *(YYMMDD)*	BY	20. RECEIVER'S VOUCHER NO.

Appendix H: POINT OF CONTACT (POC) LIST

TABLE H-1 DLRC POINTS OF CONTACT

NAME	LOCATION	PHONE
Major J. Munroe	Training & Education (T&E) Distant Learning Center (DLC) Quanitco, Marine Corps Base	Phone:(703)784-3571 Email: munroeje@tecom.usmc.mil
Anne Sullivan Project Manager	MARCORSYSCOM Training Systems Quantico, Marine Corps Base	Phone:(703)784-3310 X5081 Email: sullivanam@mcsc.usmc.mil
Susan Baker Project Manager	NAVAIR, St. Inigoes Special Communications Requirements Division	Phone: (301)995-8089 Email: bakersm@scrb.navy.mil
Jack Duchaine Systems Network Analyst	Camp Pendleton Marine Corps Base, California	Phone: (760)763-0119 Email: duchainejp@mail.cpp.usmc.mil
Joe Kershner Systems Network	Marine Corps Base MCB Camp Lejeune, North Carolina	Phone: (910)376-0295 Email: Joe.Kershner@PROSOFT-eng.com
TBD	MCB Okinawa, Japan	
John Johnson Systems Network Analyst	MARFORRES	Phone: (504) 678-4411 Email: John.Johnson@PROSOFT-eng.com